

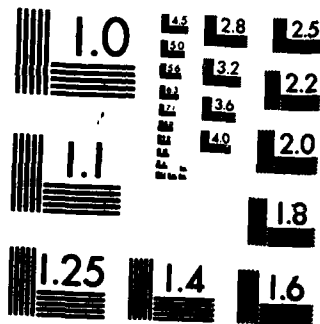
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UNITED STATES AIR FORCE

OCCUPATIONAL SURVEY REPORT

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OPERATIONS RESOURCES MANAGEMENT
CAREER LADDER

AFSC 271X2

AFPT 90-217-542

FEBRUARY 1986

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PREFACE

This report presents the results of an Air Force occupational survey of the Operations Resources Management career ladder (AFSC 271X2). Authority for conducting specialty surveys is contained in AFR 35-2. Computer products used in this report are available for use by operations and training officials.

Lieutenant William A. Carney developed the survey instrument, Mr Wayne Fruge provided computer programming support, and Mrs Raquel A. Soliz provided administrative support. Mr Daniel E. Dreher analyzed the data and wrote the final report. This report has been reviewed and approved for release by Lieutenant Colonel Charles D. Gorman, Chief, USAF Airman Analysis, Occupational Analysis Division, USAF Occupational Measurement Center.

Copies of this report are distributed to Air Staff sections, major commands, and other interested training and management personnel. Additional copies are available upon request to the Occupational Measurement Center, Attention: Chief, Occupational Analysis Division (OMY), Randolph AFB, Texas 78150-5000.

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SUMMARY OF RESULTS

1. Survey Coverage: The Operations Resources Management USAF Job Inventory was administered from December 1984 to April 1985. The analysis was based on responses from 1,630 AFSC 271X2 personnel, constituting 76 percent of the total career ladder.
2. Career Ladder Structure: The analysis reveals that the 271X2 career ladder is very diverse. Nine major groups, with a total of 39 job types within these groups, were identified. In addition, one independent job type was found. The largest number of personnel were found performing squadron operations functions.
3. Career Ladder Progression: Generally, 3- and 5-skill level 271X2 personnel perform more technical tasks, while the 7-skill level personnel perform more supervision, management, and training tasks.
4. CONUS/Overseas Comparison: Jobs performed by CONUS and overseas personnel are very similar. The overseas group, however, does have a slightly broader job, as they perform a slightly larger average number of tasks.
5. Career Ladder Documents: The AFR 39-1 Speciality Descriptions provide an accurate overview of the 271X2 career ladder. Some areas of the STS are unsupported by percent members performing data and should be reviewed by career ladder monitors. There are also tasks not matched to either the STS or CDC which should be evaluated for possible inclusion.
6. Implications: The career field is very diverse with members assigned to many small jobs that require them to perform very few tasks. A Category B training course has been mandated by HQ USAF/DPPT. The course curriculum will be difficult to develop as there are very few tasks performed by members of all jobs. Training emphasis data may be particularly useful to course developers since tasks listed on the job inventory have low percent members performing. Job satisfaction indicators reflect that 271X2 personnel are more satisfied than they were in 1979.

OCCUPATIONAL SURVEY REPORT
OPERATIONS RESOURCES MANAGEMENT CAREER LADDER
(AFSC 271X2)

INTRODUCTION

→ This is a report of an occupational survey of the Operations Resources Management career ladder completed by the USAF Occupational Measurement Center in November 1985. The career ladder was previously surveyed September 1978-January 1979. HQ USAF/XGO requested the present survey to determine if the introduction of the Air Force Operations Resources Management System (AFORMS) has created a group of common tasks which need to be included in either a resident training course or a revision of the 3-skill level CDC.

Background

The Air Operations career ladder, AFSC 271X0, was created 15 May 1951 and existed unchanged until 30 April 1977. At that time, it was broken into two career ladders, AFSC 271X1, Airfield Management, and AFSC 271X2, Operations Systems Management. In April 1984, the AFSC 271X2 career ladder was renamed Operations Resources Management and the 271X1 and 271X2 career ladders separated at the 9-skill level into AFSC 27191 and AFSC 27192. CEMs, however, remain joined for both career ladders under AFSC 27100.

→ As outlined in the AFR 39-1 Specialty Descriptions, AFSC 271X2 personnel record and monitor flying hours, qualification checks, medical information, training data, and flight records of aircrew members. They also prepare and process aeronautical and pay orders, flying schedules, aircrew assignments, and statistical analyses of aircraft and aircrew operations. Personnel enter the career ladder by direct duty assignment, as presently there is no basic or advanced resident course. Members progress through an OJT program where completion of the 3-, 5-, and 7-level CDCs is mandatory for upgrading to the respective skill levels. HQ USAF/DPPT has directed ATC to establish a Category B school for the 271X2 career ladder. The curriculum for the course is presently being developed and the course is scheduled to begin the first quarter FY87.

SURVEY METHODOLOGY

Inventory Development

→ Data for this survey were collected using USAF Job Inventory AFPT 90-217-542 (November 1984). Tasks that pertained only to the 271X2 career ladder were selected out of the previous 271X1, 271X2, and 274X0 inventory. A

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number of new tasks were also added to the list. This list was then validated through personal interviews with 43 subject-matter specialists in operational units at the following 9 bases:

| <u>BASE</u> | <u>MAJCOM</u> | <u>REASON FOR VISIT</u> |
|------------------|---------------|---|
| Keesler AFB MS | ATC | Technical School of Record |
| Bergstrom AFB TX | TAC | Has National Guard units that use AFORMS |
| Kelly AFB TX | AFLC | Major logistical center with high volume of traffic |
| Tinker AFB OK | AFLC | Has AWACs units with unique scheduling requirements |
| Laughlin AFB TX | ATC | Pilot training base with special scheduling requirements |
| Travis AFB CA | MAC | Large MAC base with many senior 271X2 personnel |
| Mather AFB CA | ATC | Navigator training base with unique scheduling and reporting functions |
| Carswell AFB TX | SAC | Has personnel that converted the SAC reporting systems to AFORMS |
| Randolph AFB TX | ATC | Instructor pilot training base with unique scheduling and reporting functions |

The resulting inventory contained a listing of 320 tasks grouped into 11 duty headings and a number of background questions asking for information about duty title, duty organization, time in present job, and job satisfaction.

Survey Administration

From December 1984 through April 1985, Consolidated Base Personnel Offices in worldwide operational units administered the surveys to Operations Resources Management personnel. Participants were selected from a computer-generated mailing list provided by the Air Force Human Resources Laboratory.

All individuals who filled out an inventory completed an identification and biographical information section first. Next, they went through the booklet and checked each task performed in their current job. Finally, they went back and rated each task they had checked on a 9-point scale reflecting relative time spent on each task compared to all other tasks. Ratings ranged from 1 (indicating a very small amount of time spent) to 9 (indicating a very large amount of time spent). The relative percent time spent on tasks for each inventory was computed by first adding all rating values on the inventory. Then each rating was divided by this total and the result multiplied by 100. The percent time spent ratings from all inventories were combined and used with percent member performing values to describe the various groups in the career ladder.

Survey Sample

Participants in the survey were carefully selected to ensure there was a proportional representation of major commands (MAJCOM) and military paygrades in the sample. Table 1 shows how the sample compared to the actual population of the career ladder in terms of the distribution across MAJCOMs. Table 2 reflects the paygrade group distribution and Table 3 compares the distribution of the population to the sample with respect to total active federal military service (TAFMS). These data indicate a good representation of the career ladder population in the survey.

Data Processing and Analysis

Once the job inventories are received from the field, task responses and background information are optically scanned and become one computer file. Biographical data, such as name, base, and AUTOVON, are manually entered to form another data file. Both are merged to form a complete case record for each respondent. Once the complete case records are assembled for each respondent in the sample, Comprehensive Occupational Data Analysis Programs (CODAP) are used to analyze the data.

CODAP produces job descriptions for groups of respondents based on percent members performing and time spent performing specific tasks. Job descriptions are provided for DAFSC groups, TAFMS groups, and MAJCOM groups. These descriptions include information on percent members performing and average relative time spent on each task. CODAP also produces summaries that show how members of each group responded to each background item. These background items help identify characteristics of the groups by DAFSC represented, time in the career field (TICF), TAFMS, experience in the various functional areas, and equipment operated.

The CODAP automated job clustering program organizes jobs into similar units of work by comparing each individual job description in the sample to every other job description in terms of tasks performed and the relative amount of time spent on each task in the job inventory. The automated system locates those two job descriptions with the most similar task ratings and combines them into a composite job description. In successive stages, the system

TABLE 1
COMMAND REPRESENTATION OF SURVEY SAMPLE
(AFSC 271X2)

| <u>COMMAND</u> | <u>PERCENT OF ASSIGNED</u> | <u>PERCENT OF SAMPLE</u> |
|----------------|--------------------------------|------------------------------|
| TAC | 31 | 31 |
| MAC | 21 | 21 |
| SAC | 16 | 17 |
| ATC | 10 | 11 |
| USAFE | 10 | 9 |
| PACAF | 5 | 4 |
| AFSC | 2 | 2 |
| AAC | 1 | 1 |
| OTHER | 4 | 4 |

Total Assigned - 2,160
Total Eligible for Survey - 1,892
Total in Sample - 1,630
Percent of Assigned in Sample - 76%
Percent of Eligible in Sample - 86%

Manning figures as of December 1984

TABLE 2
PAYGRADE DISTRIBUTION OF SURVEY SAMPLE

| <u>PAYGRADE</u> | <u>PERCENT OF ASSIGNED</u> | <u>PERCENT OF SAMPLE</u> |
|-----------------|--------------------------------|------------------------------|
| E-1 thru E-3 | 20 | 16 |
| E-4 | 22 | 22 |
| E-5 | 27 | 28 |
| E-6 | 17 | 18 |
| E-7 | 11 | 12 |
| E-8 | 3 | 3 |
| E-9 | - | - |

N=2,160
- Less than 1 percent

TABLE 3
TAFMS DISTRIBUTION OF SURVEY SAMPLE

| <u>MONTHS TAFMS</u> | <u>NUMBER IN SAMPLE</u> | <u>PERCENT OF SAMPLE</u> |
|-------------------------|-----------------------------|------------------------------|
| 1-48 | 427 | 26 |
| 49-96 | 331 | 20 |
| 97-144 | 285 | 18 |
| 145-192 | 245 | 15 |
| 193-240 | 231 | 14 |
| 241+ | 104 | 6 |

adds more members to the initial group or forms new groups. The resulting pattern of job groups identifies the number and characteristics of jobs within the career ladder.

The basic group that CODAP uses for the clustering process is the job type. The job type is a group of individuals who perform many of the same tasks and spend a similar amount of time performing them. The next broader grouping is the subcluster, or those individuals who perform related tasks but belong to specific job types that differ from one another in minor ways. When several job types or subclusters are similar, they form a cluster. If a job type is so different from other job types that it cannot be included in a cluster or subcluster, it is called an independent job type. These definitions were used to describe the Operations Resource Management specialty and the variations in jobs within that specialty.

Task Factor Administration

Job descriptions alone do not provide sufficient data for making decisions about career ladder documents or training programs. Task factor information is needed for a complete analysis of the career ladder. To obtain the needed task factor data, selected E-6 and E-7 supervisors completed either a training emphasis (TE) or task difficulty (TD) booklet. These booklets were processed separately from the job inventories and the TE and TD data were used in several analyses discussed later in this report. The distribution of these raters appears in Table 4.

Training Emphasis (TE). Fifty-seven experienced supervisors completed TE booklets. They were asked to consider the amount of structured training first-term 271X2 personnel need to successfully perform tasks. Structured training is defined as training provided by resident technical schools, field training detachments (FTD), mobile training teams (MTT), formal OJT, or any other organized training method. The tasks were rated on a 10-point scale ranging from no training required (0) to much structured training required (9). Interrater reliability (as assessed through components of variance of standard group means) for these raters was .95, indicating good agreement among raters.

When used with other information, such as percent members performing and task difficulty, TE ratings can provide insight into training requirements and help validate the need for organized training for the career ladder.

Task Difficulty (TD). Task difficulty is defined as the length of time required for the average airman to learn to perform a task. Fifty experienced supervisors rated the difficulty of tasks on the inventory. A 9-point rating scale ranging from 1 (very easy to learn tasks) to 9 (very difficult to learn tasks) was used. Ratings were adjusted so tasks of average difficulty would have a value of 5.0. Interrater reliability (as assessed through components of variance of standard group means) was .94, indicating good agreement among raters.

TABLE 4
COMMAND DISTRIBUTION OF TASK DIFFICULTY AND
TRAINING EMPHASIS RATINGS

| <u>COMMAND</u> | <u>PERCENT OF ASSIGNED</u> | <u>PERCENT OF TD RATERS</u> | <u>PERCENT OF TE RATERS</u> |
|----------------|--------------------------------|---------------------------------|---------------------------------|
| TAC | 31 | 28 | 25 |
| MAC | 24 | 16 | 19 |
| SAC | 16 | 22 | 23 |
| ATC | 10 | 6 | 9 |
| USAFE | 10 | 14 | 11 |
| PACAF | 5 | 6 | 5 |
| AFSC | 2 | 4 | 4 |
| AAC | 1 | 2 | 2 |

NOTE: Columns may not add to 100 percent due to rounding

Job Difficulty Index (JDI). The JDI provides a relative measure of job difficulty. The JDI was computed for each group identified by job analysis, using an equation which considers the number of tasks performed and the average difficulty per unit time spent (ADPUTS). The JDI may range from 1.0 for very easy jobs to 25.0 for very difficult jobs, with 13.0 as the average.

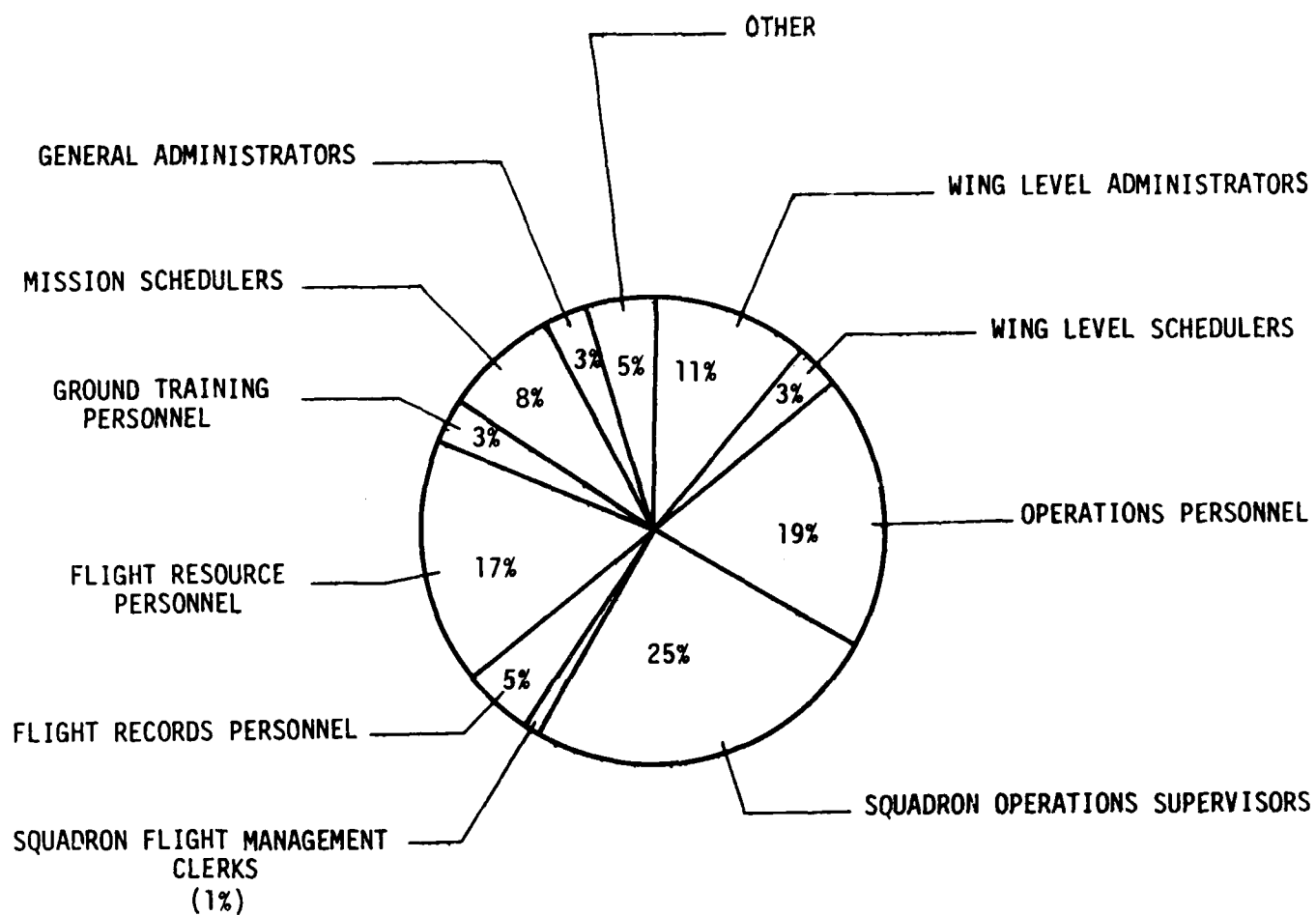
SPECIALITY JOBS (Career Ladder Structure)

Specialty Overview

Nine clusters and one independent job type were identified in the career ladder. Within the 9 clusters, 39 smaller groups (subclusters and job types) were identified. This large number of groups indicates the career ladder is quite diversified. The clusters were clearly identified by specific tasks performed, organizational level of assignment, or supervisory responsibilities of the members. In many cases within the clusters, only the performance of one or two unique tasks separated the groups. The clusters, subclusters, and job types are listed below. Figure 1 shows the career ladder structure and what percent each cluster is of the total. Appendix A lists representative tasks performed by each group.

- I. WING LEVEL ADMINISTRATOR CLUSTER (GRP017, N=173)
 - A. Wing Level NCOIC Subcluster (GRP145, N=33)
 - B. Host Operations Resource Management (HORM) NCO Subcluster (GRP173, N=22)
 - C. Wing Current Operations NCOIC Subcluster (GRP102, N=25)
 - D. Wing Operations Dispatcher Subcluster (GRP044, N=38)
- II. WING LEVEL SCHEDULER CLUSTER (GRP088, N=56)
 - A. Junior Scheduler Subcluster (GRP301, N=16)
 - B. Senior Scheduler Subcluster (GRP204, N=32)
- III. OPERATIONS PERSONNEL CLUSTER (GRP104, N=314)
 - A. Flight Management Dispatcher Subcluster (GRP393, N=42)
 - B. Junior Operations Supervisor Subcluster (GRP429, N=28)
 - C. Squadron Operations Dispatcher Subcluster (GRP399, N=69)
 - D. Squadron Records Clerk Subcluster (GRP269, N=37)
 - E. Flight Maintenance Dispatcher Subcluster (GRP293, N=10)

FIGURE 1
AFSC 271X2 CAREER LADDER STRUCTURE



- F. Operations Resources Dispatcher Subcluster (GRP132, N=76)
- IV. SQUADRON OPERATIONS SUPERVISOR CLUSTER (GRP080, N=406)
 - A. Scheduling Supervisor Subcluster (GRP442, N=27)
 - B. Current Operations NCOIC Subcluster (GRP490, N=23)
 - C. Squadron Operations Supervisor Subcluster (GRP517, N=69)
 - D. General Operations Supervisor Subcluster (GRP313, N=12)
 - E. Tactical Operations Supervisor Subcluster (GRP855, N=51)
 - F. Training Supervisor Subcluster (GRP741, N=59)
 - G. Flight Management Supervisor Subcluster (GRP538, N=33)
 - H. Flight Scheduling Supervisor Subcluster (GRP466, N=11)
 - I. MAC Current Operations Supervisor Job Type (GRP736, N=9)
 - J. Flight Records Monitor Job Type (GRP721, N=9)
 - K. Flight Scheduling Supervisor Job Type (GRP371, N=5)
 - L. Flight Activity Supervisor Subcluster (GRP275, N=30)
- V. SQUADRON FLIGHT MANAGEMENT CLERK INDEPENDENT JOB TYPE (GRP576, N=5)
- VI. FLIGHT RECORDS PERSONNEL CLUSTER (GRP092, N=77)
 - A. Records Monitor Job Type (GRP481, N=5)
 - B. Squadron Level Records Clerk Subcluster (GRP116, N=33)
- VII. FLIGHT RESOURCE PERSONNEL CLUSTER (GRP032, N=279)
 - A. Resource Manager Job Type (GRP520, N=90)
 - B. Flight Data Clerk Subcluster (GRP540, N=122)
 - C. Flight Management NCOIC Job Type (GRP477, N=7)
 - D. Flight Management Superintendent Job Type (GRP414, N=5)
 - E. Wing Level Records Clerk Job Type (GRP503, N=9)
- VIII. GROUND TRAINING PERSONNEL CLUSTER (GRP070, N=44)
 - A. Ground Training Scheduler Job Type (GRP586, N=7)

- B. Ground Training Administrator Subcluster (GRP457, N=24)
- IX. MISSION SCHEDULING CLUSTER (GRP024, N=135)
- A. Mission Scheduler Subcluster (GRP117, N=38)
 - B. ATC Scheduler Subcluster (GRP089, N=55)
 - C. MAC Scheduler Subcluster (GRP124, N=12)
- X. GENERAL ADMINISTRATOR CLUSTER (GRP040, N=44)
- A. Junior Squadron Administrator Job Type (GRP405, N=5)
 - B. Special Activities Administrator Job Type (GRP760, N=6)
 - C. Operations Administrator Job Type (GRP745, N=5)

Ninety-five percent of the sample is included in the job structure listed above. The remaining 5 percent perform jobs different enough that they do not group with any of the speciality jobs listed above.

Job Group Descriptions

The following paragraphs contain brief descriptions of the clusters, subclusters, job types, and independent job type identified in the analysis.

I. WING LEVEL ADMINISTRATOR CLUSTER (GRP017, N=173). These nonsupervisory NCOs are assigned primarily to wing level positions. They have a rather limited range of responsibilities performing an average of 24 tasks. The JDI is 10.9, indicating the jobs are below average in difficulty. Most tasks they perform are administrative, such as compiling data for use in reports and policies, collecting data for routine or special reports, conducting or participating in organizational meetings, drafting or typing correspondence or reports, and coordinating mission activities with other military services or civilian agencies.

Four subclusters were identified within the cluster, differing with respect to the number of tasks performed and amount of time spent performing tasks in other duties. These subclusters are described below.

A. Wing Level NCOIC Subcluster (GRP145, N=33). Members of this group perform an average of 32 tasks. The group differs from the cluster in that members spend a higher percent of their time performing basic administrative duties.

B. Host Operations Resources Management (HORM) NCO Subcluster (GRP173, N=22). Members of this group (nearly half in TAC) are the most senior of the cluster. They perform an average of 44 tasks and spend the majority of their time performing administrative and resource management duties. Tasks performed by this group are: monitoring publication requirements; conducting inspections or spot checks of air operations; drafting changes to manuals or publications; briefing personnel on changes in methods or procedures; filing or updating manuals, regulations, or other publications; and interpreting aircrew training manuals.

C. Wing Current Operations NCOIC Subcluster (GRP102, N=25). These junior NCOICs perform an average of 29 tasks. They spend a higher percentage of time performing squadron operations functions than other groups in the cluster. Specific tasks they perform are: justifying flying hour allocations, monitoring equipment replacement requirements, assembling information for briefings, breaking down computer products, confirming daily scheduled flight deviations, and preparing visual aids for briefings.

D. Wing Operations Dispatcher Subcluster (GRP044, N=38). Members of this group have the lowest job satisfaction indicators of the cluster, with 60 percent feeling their jobs do not use their training and 55 percent feeling their jobs do not use their talents effectively. Their job is very limited in that they perform only 10 tasks of the 320 included in the inventory. Members of the group coordinate mission activities, reserve special air space, collect and compile data, establish air operation schedules, and participate in meetings.

II. WING LEVEL SCHEDULER CLUSTER (GRP088, N=56). Members of this cluster are also assigned at the wing level. Thirty-six percent are assigned to SAC, 21 percent are assigned to MAC, and 16 percent to TAC. They perform an average of 45 tasks and their JDI is 12.8, indicating their jobs are of average difficulty relative to other jobs in the speciality. These members differ from those of the previous cluster in that they spend a great deal of time in squadron operations, flight scheduling, and flight records functions and do very little administrative work. Characteristic tasks performed by members of this group include establishing air operations schedules, justifying flying hour allocations, scheduling missions, publishing flow schedules, and developing flight schedules.

A junior and senior scheduling group exists within this cluster, differing with respect to the number and types of tasks performed. Members of the junior group perform an average of 26 tasks, most of which are scheduling in nature. The job of the senior members is broader (averaging 45 tasks) and includes a number of administrative tasks.

III. OPERATIONS PERSONNEL CLUSTER (GRP104, N=314). This group makes up 19 percent of the total sample and represents a broad range of jobs at wing, squadron, and flight levels. Members of this group are relatively junior E-4s. Sixty-six percent hold the 5-skill level, and 52 percent are in their

first enlistment. While they spend an average of 36 percent of their time in the squadron operations duty, they perform an average of only 48 of the 320 tasks on the inventory. The JDI for this cluster is 11.0, indicating the jobs are of average difficulty. Representative tasks include posting daily flight schedules and changes, preparing and maintaining flight authorizations, confirming flight deviations, auditing computations on AF Forms 369, delivering flight schedules, and maintaining status boards.

Six subclusters were identified, varying slightly with respect to percent time spent performing common tasks and performing tasks from other duties. The descriptions of these groups are given below.

A. Flight Management Dispatcher Subcluster (GRP393, N=42). Eighty-eight percent of the members of this group are assigned to the tactical forces (71 percent to TAC, 17 percent to USAFE). Members perform an average of 45 tasks. They are the least involved in supervising of the six subclusters included in the Operations Personnel Cluster. In addition to performing tasks specific to the cluster, these members file AF Forms 369, maintain currency of flight information publications (FLIP), and distribute FLIPs.

B. Junior Operations Supervisor Subcluster (GRP429, N=28). Members of this group perform an average of 57 tasks. Most hold the 5-skill level, the grade of E-4, and are supervisors. Besides performing basic operations tasks, these members establish work priorities and assign work; develop work methods or procedures; counsel subordinates on job progression, career development, and personal or military related problems; and establish performance standards for subordinates.

C. Squadron Operations Dispatcher Subcluster (GRP399, N=69). Forty-nine percent of the members of this group are in their first enlistment. They perform an average of 79 tasks and spend 28 percent of their time in squadron operations duties. They are distributed proportionately among the large MAJCOMs and about half are assigned overseas. Tasks which differentiate this group are monitoring publications requirements, preparing operations reports, building or maintaining deployment kits, changing or updating operations display pertinent to aircrew operations, reporting aircraft arrival or departure times to MMICS, auditing daily flying update summary, and notifying aircrew families of flight arrival times.

D. Squadron Records Clerk Subcluster (GRP269, N=37). Sixty percent of the clerks in this group are assigned to MAC. They perform an average of 43 tasks. They are distinguished from the other groups in the cluster by the larger percent members using AFORMS to record aircrew training and flying hours and providing data for resource management.

E. Flight Maintenance Dispatcher Subcluster (GRP293, N=10). These dispatchers perform an average of 35 tasks. This group was identified separately because of the greater amount of time spent in scheduling activities. Some tasks they perform includes confirming daily scheduled flight deviations, controlling sign-in and sign-out sheets, collecting data for reports, breaking down computer products, auditing computations on AF Forms 369, and maintaining

status boards. They also are involved in updating files by on-line procedures and maintaining aircrew training information.

F. Operations Resources Dispatcher Subcluster (GRP132, N=76). Most of the members of this group hold the 5-skill level. Their jobs are somewhat limited in that they perform an average of 27 tasks. Characteristic tasks performed by this group of dispatchers include posting flight schedules and changes, preparing and maintaining flight authorizations, controlling sign-in and sign-out sheets, and confirming and delivering daily flight schedules.

IV. SQUADRON OPERATIONS SUPERVISOR CLUSTER (GRP080, N=406). This large group of squadron-level supervisors comprises 25 percent of the total sample. Members have a fairly wide range of responsibilities performing an average of 87 tasks. The JDI is 17.1, indicating the jobs are more difficult than most others in the speciality. Thirty-six percent of the members' time is devoted to the managerial activities of directing, implementing, organizing and planning. Thirteen percent of their time is spent performing squadron operation functions, 10 percent on training, and 10 percent on performing flight records and resource management functions. The supervisory tasks performed include establishing work priorities and assigning work, supervising the various skill levels, counseling, managing OJT, evaluating and rating personnel, and writing APRs. Members of this cluster also perform a number of squadron operations tasks dealing with flight schedules, flight orders, and using AFORMS to maintain flight records. The average paygrade is E-6, with 160 months in the service. Most hold the 7-skill level.

Nine subclusters and three job types were identified within this large group. The job description for the overall cluster applies to the smaller groups within as members perform basically the same squadron operations tasks. What distinguishes the groups is the different amount of time spent on the common tasks and the performance of tasks from other duties.

A. Scheduling Supervisor Subcluster (GRP442, N=27). Members of this group perform an average of 57 tasks. Most are E-6s, approximately half hold the 7-skill level, half hold the 9-skill level, and 89 percent are supervisors. This group was distinguished from others in the cluster by the greater amount of time spent on scheduling duties. Specific scheduling tasks performed by a high percentage of the members of this group are establishing air operations schedules and developing flight schedules.

B. Current Operations NCOIC Subcluster (GRP490, N=23). This is a subcluster of senior NCOs. Eighteen hold the 7-skill level, and 17 are supervisors. They perform an average of 62 tasks and spend 28 percent of their time in supervisory, training, and managerial duties. Tasks performed by this group include interpreting aircrew manuals, performing calculations on flying hour data as required, and entering and retrieving data from files using AFORMS.

C. Squadron Operations Supervisor Subcluster (GRP517, N=69). This is a group of senior supervisors. Forty-three hold DAFSC 27172 and 21 hold DAFSC 27192. They perform an average of 66 tasks which include evaluating training requirements for assigned airmen, analyzing inspection or operation reports, and evaluating individuals for promotion, demotion, or reclassification.

D. General Operations Supervisor Subcluster (GRP313, N=12). These supervisors perform an average of 41 tasks. Their responsibilities include taking inventories of supplies; initiating requests for supplies and equipment; evaluating procedures for storing, inventorying, and inspecting property items; supervising Operations Resource Management Helpers (AFSC 27112); operating audiovisual equipment; and collating or assembling reproductions.

E. Tactical Operations Supervisor Subcluster (GRP855, N=51). Forty-three of these NCOs are assigned to the tactical forces (35 in TAC and 8 in USAFE). Members perform an average of 98 tasks, most of which are the same supervisory tasks performed by other groups in the cluster. They spend a large amount of time performing squadron operations functions, such as auditing computations on AF Forms 369, posting flight schedules and changes, preparing and maintaining flight authorizations, and confirming daily scheduled flight deviations.

F. Training Supervisor Subcluster (GRP741, N=59). Members of this group are distinguished from other groups because they perform 147 tasks, many of which deal with training members of the career ladder. Specifically, they implement training programs, schedule personnel for briefings or orientations, evaluate operational resource management career development courses, assign on-the-job trainers or instructors, and evaluate training methods or procedures.

G. Flight Management Supervisor Subcluster (GRP538, N=33). Members of this group perform an average of 81 tasks. Besides supervising, they perform flight management activities, such as maintaining training records of flying personnel and updating flight records using terminals and AFORMS.

H. Flight Scheduling Supervisor Subcluster (GRP466, N=11). This small group of supervisors performs an average of 79 tasks. The group is distinguished by the percent members performing flight scheduling tasks, such as posting flight deviations and weather information, posting notices to airmen (NOTAM), and arranging transportation for aircrews to and from aircraft. This group has the lowest job satisfaction indicators of the cluster, with only 45 percent of the members finding their job interesting and feeling their talents are being used effectively.

I. MAC Current Operations Supervisor Job Type (GRP736, N=9). This small group of predominantly E-7 supervisors has a broader job in that they perform an average of 113 tasks. Besides supervisory tasks, they perform some current operations tasks, such as arranging for parking, maintenance, and refueling at destinations, and securing landing approvals at destinations.

J. Flight Records Monitor Job Type (GRP721, N=9). Members perform an average of 136 tasks and spend a greater percentage of time interpreting aircrew training reports, keeping track of aircrew qualifications, and entering data into files using AFORMS.

K. Flight Scheduling Supervisor Job Type (GRP371, N=5). These are essentially first-line supervisors. They perform an average of 35 tasks. In addition to supervising, they spend 28 percent of their time in scheduling functions.

L. Flight Activity Supervisor Subcluster (GRP275, N=30). This is a group of first line supervisors who perform an average of 49 tasks. They interpret and update flight orders, prepare unit status and identity reports, receive information and notify agencies of aircraft maintenance status, supervise 3- and 5-skill level personnel, and perform other supervisory tasks.

V. SQUADRON FLIGHT MANAGEMENT CLERK INDEPENDENT JOB TYPE (GRP576, N=5). This independent job type is composed of five airmen stationed at CONUS AWACS bases. They perform an average of 66 tasks with a JDI of 14.3, indicating their job is of average difficulty. Tasks that differentiate them from other groups in the cluster are inputting DNIF dates into the record system, interpreting AF Forms 1042, identifying physical qualification status for DNIF, auditing AFTO Forms 781, and arranging for receipt of AF Forms 1042.

VI. FLIGHT RECORDS PERSONNEL CLUSTER (GRP092, N=77). The average grade of the members of this cluster is E-4, with 62 percent holding the 5-skill level. Members perform an average of 31 tasks, concentrating mainly on data collection, auditing, and files maintenance. The JDI is 11.1, which indicates their job is below average in difficulty.

There are two job groups identified within the cluster that differed in the amount of time spent performing similar tasks.

A. Records Monitor Job Type (GRP481, N=5). This small group of E-4s is assigned mainly at the wing level and perform an average of 36 tasks. Besides performing flight records tasks, members file or update manuals, regulations, and other publications; complete resource management portions of in- and out-processing checklists; and research currency flying requirements for aircrew members.

B. Squadron Level Records Clerk Subcluster (GRP116, N=33). Nearly all the members of this group are assigned to Squadron Operations. They have a limited job in that they perform an average of only 24 tasks. While most of their time is spent performing flight records tasks, members of this group do prepare, interpret, and update flight orders. These latter tasks separate this group from the monitors previously described.

VII. FLIGHT RESOURCE PERSONNEL CLUSTER (GRP032, N=279). This group comprises 17 percent of the total sample. The average grade is E-5, with 43 percent supervising. Members are assigned to nearly all MAJCOMs. Their job is somewhat limited in that they perform an average of 79 tasks out of the 320 in the inventory. The JDI for this group is 17.0, indicating they have a more difficult job than most others in the specialty. While they do some supervising, they spend most of their time auditing records, handling the paperwork associated with resource management, and entering data via AFORMS.

Four job types and one subcluster were identified within the larger group and are described below.

A. Resource Manager Job Type (GRP520, N=90). The average paygrade of the members of this group is E-5. They have the broadest job in the cluster, as they perform an average of 123 tasks, including management and supervisory tasks.

B. Flight Data Clerk Subcluster (GRP540, N=122). The average grade for members of this group is E-4 and their average length of service is 82 months. Twenty-three percent are assigned to MAC, 25 percent to SAC, and 25 percent to TAC. These clerks spend 76 percent of their time involved in flight records and resource management, and are distinguished from others by the amount of time they spend performing an average of 66 tasks.

C. Flight Management NCOIC Job Type (GRP477, N=7). These seven NCOICs are assigned to wing level positions. They perform an average of 89 tasks, but spend significantly more time maintaining custodial control of aircrew management systems, performing files maintenance, and retrieving data using terminals than other groups in the cluster.

D. Flight Management Superintendent Job Type (GRP414, N=5). These senior NCOs are assigned to wing level host operations resource management positions. They perform an average of 47 tasks consisting of supervisory and resource management activities. This is the only group in the cluster that spends a significant amount of time auditing and correcting HORIS reports and publishing aeronautical orders.

E. Wing Level Records Clerk Job Type (GRP503, N=9). This is a group of mostly 5-skill level personnel assigned to wing level records functions. They perform an average of 35 tasks, most of which are common to the cluster. They are distinguished because they spend more time on these few tasks and more use terminals to request data displays and correct historical data.

VIII. GROUND TRAINING PERSONNEL CLUSTER (GRP070, N=44). Thirty-nine of this group of mostly 5-skill level personnel are assigned to SAC bases. They are responsible for developing and implementing schedules for altitude chamber training, life support training, and instrument check rides for aircrew members, and entering results of this training into the appropriate records. Their job is very limited as they perform an average of only 15 tasks out of the 320 in the inventory. Also, their job is not difficult as the JDI for this cluster is 9.5, well below the average.

One job type and one subcluster were identified as described below.

A. Ground Training Scheduler Job Type (GRP586, N=7). Members of this group have a very limited job as they perform an average of only 13 tasks. They spend 11 percent of their time developing ground training schedules and another 10 percent of their time is updating and researching flying records to document training before crew members depart PCS or TDY.

B. Ground Training Administrator Subcluster (GRP457, N=24). Members of this group perform an average of 39 tasks. They are distinguished from the schedulers because they plan workload and priorities, schedule personnel for briefings, attend training meetings, and maintain training records on AFSC 271X2 personnel.

IX. MISSION SCHEDULING CLUSTER (GRP024, N=135). The average grade of the members of this group is E-4, with 64 percent holding the 5-skill level. They perform an average of 16 tasks, most of which involve scheduling activities. Members are distinguished from others by the higher percentage of time they spend on a few tasks. The JDI is 6.1, indicating the mission scheduling job is the easiest in the speciality.

Three subclusters were identified within the cluster. The differences between the groups are mainly in the amount of time members spend performing a few common tasks and one or two tasks that members of one group perform that others do not perform.

A. Mission Scheduler Subcluster (GRP117, N=38). The average grade of this group is E-4. Members perform an average of 17 tasks. They are distinguished from the other two groups by the higher percentage of members compiling data for use in reports and policies, establishing air operations schedules, and developing flight schedules.

B. ATC Scheduler Subcluster (GRP089, N=55). This group has the lowest job satisfaction indicators of any group in the specialty. Only 29 percent feel their job is interesting. Forty-five percent feel their job uses their talents and 40 percent feel their job uses their training. Overall, only 34 percent have a positive sense of accomplishment from their work. Their job is very limited as they perform an average of only 13 tasks. The majority of their time is spent posting flight schedules and changes, maintaining status boards, and breaking down computer products.

C. MAC Scheduler Subcluster (GRP124, N=12). This group of NCOs is assigned mainly to MAC bases, and members perform an average of 25 tasks. They were identified separately because of the percent members performing and the amount of time these members spend on a few tasks unique to MAC operations. These tasks deal with securing approval for enroute and destination landings, arranging for refueling and parking at destinations, and securing diplomatic clearances.

X. GENERAL ADMINISTRATOR CLUSTER (GRP040, N=44). Members of this group perform an average of only seven tasks, fewer tasks than any other group in the entire career ladder. The JDI is 9.4, indicating they have a very easy job. This group was identified separately from all other groups because more members spend a greater percentage of time participating in organizational meetings, developing work methods and procedures, designing status boards, and developing methods for disseminating information.

Three job types were identified within the cluster differing from each other mainly in the amount of time members spend performing the very few common tasks.

A. Junior Squadron Administrator Job Type (GRP405, N=5). Members of this small group of administrators perform an average of only six tasks. They are distinguished from the other two groups in the cluster by the percent members performing tasks common to the cluster and because they establish procedures for measuring operational readiness criteria, a task that members of the other two groups do not perform.

B. Special Activities Administrator Job Type (GRP760, N=6). These administrators perform an average of 10 tasks. What distinguishes this group from others in the cluster is that all members construct organizational or functional charts.

C. Operations Administrator Job Type (GRP745, N=5). Members of this group perform an average of six tasks. They are distinguished by the high percent members compiling data for use in reports or policies, designing status boards, and developing work methods or procedures.

Comparison of Speciality Jobs

Selected background information, percent time spent on duties, and job satisfaction data for clusters and the independent job type are presented in Tables 5, 6, and 7.

Survey data revealed that the Operations Resources Management career ladder is very diverse. Personnel are assigned to many specialized jobs that require the performance of very few tasks. There is, therefore, little overlap between jobs and AFSC 271X2 personnel tend to be rather limited in experience and have little knowledge of the overall career ladder.

The difficulty of the career ladder jobs was compared using the job difficulty index (JDI) described in the Task Factor Administration section of this report. This value provides a means of comparing jobs within the career ladder and identifying jobs having increasing responsibility. Table 5 displays the JDI values for the clusters, along with other background data. The most demanding jobs are Squadron Operations Supervisors and Flight Resource Personnel. The easiest job is Mission Scheduler, with Ground Training and General Administrator only slightly more difficult.

TABLE 5

SELECTED BACKGROUND INFORMATION ON THE 271X2 SPECIALTY JOBS

| | WING LEVEL ADMINISTRATORS | WING LEVEL SCHEDULERS | OPS PERS | SO OPS SUPVRS | SO FLT MGMT CLERKS | FLIGHT RECORDS PERS | FLIGHT RESOURCE PERS | GROUND TRAINERS | MISSION SCHEDULERS | GENERAL ADMINISTRATORS |
|------------------|------------------------------|--------------------------|-------------|------------------|--------------------------|---------------------------|----------------------------|--------------------|-----------------------|---------------------------|
| NUMBER IN GROUP | 173 | 56 | 314 | 406 | 5 | 77 | 279 | 44 | 135 | 44 |
| PERCENT OF TOTAL | 11 | 3 | 19 | 25 | * | 5 | 17 | 3 | 8 | 3 |
| PERCENT IN CONUS | 83 | 70 | 67 | 76 | 100 | 80 | 77 | 91 | 83 | 89 |

| | | | | | | | | | | |
|-----------------------------------|----|----|----|----|----|----|----|----|----|----|
| DAFSC DISTRIBUTION (% RESPONDING) | | | | | | | | | | |
| 27132 | 7 | 5 | 17 | 3 | 20 | 18 | 12 | 11 | 15 | 9 |
| 27152 | 40 | 66 | 66 | 24 | 80 | 62 | 43 | 64 | 64 | 54 |
| 27172 | 46 | 29 | 16 | 63 | - | 19 | 40 | 25 | 20 | 32 |
| 27192 | 7 | - | - | 9 | - | - | 5 | - | 1 | 4 |

| | | | | | | | | | | |
|-------------------------------|------|------|------|------|------|------|------|-----|-----|-----|
| AVERAGE MILITARY GRADE | | | | | | | | | | |
| AVG NO MONTHS IN CAREER FIELD | E-5 | E-5 | E-4 | E-6 | E-4 | E-4 | E-5 | E-5 | E-4 | E-5 |
| AVG NO MONTHS IN SERVICE | 102 | 72 | 50 | 103 | 37 | 58 | 77 | 51 | 55 | 72 |
| PERCENT IN FIRST ENLISTMENT | 153 | 112 | 72 | 160 | 43 | 87 | 116 | 101 | 90 | 115 |
| PERCENT SUPERVISING | 14 | 21 | 52 | 6 | 60 | 28 | 15 | 21 | 38 | 33 |
| AVG NO OF TASKS PERFORMED | 20 | 7 | 16 | 80 | 20 | 14 | 43 | 23 | 12 | 18 |
| JOB DIFFICULTY INDEX (JDI) | 24 | 45 | 48 | 87 | 66 | 31 | 79 | 15 | 16 | 7 |
| (AVERAGE = 13.00) | 10.9 | 12.8 | 11.0 | 17.1 | 14.3 | 11.1 | 17.0 | 9.5 | 6.1 | 9.4 |

TABLE 6

AVERAGE PERCENT TIME SPENT PERFORMING DUTIES BY CAREER LADDER STRUCTURE GROUPS
(RELATIVE PERCENT TIME)

| DUTY | WING LEVEL ADMINISTRATORS (GRP017, N=173) | WING LEVEL SCHEDULERS (GRP088, N=56) | OPERATION PERSONNEL (GRP104, N=314) | SQUADRON OPERATIONS SUPERVISORS (GRP080, N=406) | SQUADRON FLIGHT MGMT CLERKS (GRP576, N=5) |
|---|---|--|---|---|---|
| A. ORGANIZING AND PLANNING | 30 | 23 | 11 | 18 | 5 |
| B. DIRECTING AND IMPLEMENTING | 25 | 13 | 7 | 23 | 7 |
| C. EVALUATING AND INSPECTING | 5 | 2 | 2 | 7 | - |
| D. TRAINING | 6 | 3 | 2 | 10 | 5 |
| E. PERFORMING GENERAL ADMINISTRATION FUNCTIONS | 4 | 4 | 5 | 4 | 4 |
| F. PERFORMING SQUADRON OPERATIONS FUNCTIONS | 10 | 25 | 36 | 13 | 13 |
| G. PERFORMING REPORTING FUNCTIONS | 3 | 4 | 5 | 2 | 3 |
| H. PERFORMING FLIGHT RECORDS AND RESOURCE MANAGEMENT FUNCTIONS | 5 | 8 | 12 | 8 | 32 |
| I. PERFORMING DISPATCHING FUNCTIONS | - | - | 2 | 1 | 3 |
| J. PERFORMING FLIGHT SCHEDULING FUNCTIONS | 8 | 13 | 9 | 5 | 9 |
| K. PERFORMING FLIGHT PLANNING FUNCTIONS | - | - | 3 | 1 | 6 |
| L. PERFORMING DATA BASE MANAGEMENT FUNCTIONS | 3 | 2 | 5 | 5 | 9 |

- Less than 1 percent

TABLE 6 (CONTINUED)

AVERAGE PERCENT TIME SPENT PERFORMING DUTIES BY CAREER LADDER STRUCTURE GROUPS
(RELATIVE PERCENT TIME)

| DUTY | FLIGHT RECORDS PERSONNEL (GRP092, N=77) | FLIGHT RESOURCE PERSONNEL (GRP032, N=279) | GROUND TRAINING (GRP070, N=44) | MISSION SCHEDULERS (GRP024, N=135) | GENERAL ADMINISTRATORS (GRP040, N=44) |
|---|---|---|-----------------------------------|---------------------------------------|--|
| A. ORGANIZING AND PLANNING | 11 | 7 | 19 | 22 | 89 |
| B. DIRECTING AND IMPLEMENTING | 10 | 10 | 13 | 8 | 4 |
| C. EVALUATING AND INSPECTING | 2 | 3 | 2 | 1 | - |
| D. TRAINING | 5 | 4 | 9 | 3 | - |
| E. PERFORMING GENERAL ADMINISTRATION FUNCTIONS | 4 | 1 | 14 | 2 | 1 |
| F. PERFORMING SQUADRON OPERATIONS FUNCTIONS | 23 | 4 | 10 | 45 | - |
| G. PERFORMING REPORTING FUNCTIONS | 4 | - | 1 | 2 | - |
| H. PERFORMING FLIGHT RECORDS AND RESOURCE MANAGEMENT FUNCTIONS | 14 | 61 | 11 | 2 | 1 |
| I. PERFORMING DISPATCHING FUNCTIONS | - | - | - | 1 | - |
| J. PERFORMING FLIGHT SCHEDULING FUNCTIONS | 7 | - | 12 | 9 | - |
| K. PERFORMING FLIGHT PLANNING FUNCTIONS | - | - | - | 2 | - |
| L. PERFORMING DATA BASE MANAGEMENT FUNCTIONS | 18 | 8 | 8 | 2 | 2 |

- Less than 1 percent

Job satisfaction in the specialty generally was quite good, as indicated by the data presented in Table 7. The majority of respondents found their jobs interesting and felt their work used their talents and training. ATC Schedulers, however, had the lowest job satisfaction indicators of all respondents. This may be due to the very limited job they perform.

In summary, the career ladder is very diverse, with many distinct groups performing specialized jobs. This will affect decisions concerning the content of the training course being developed.

ANALYSIS OF DAFSC GROUPS

Comparing DAFSC groups within the AFSC 271X2 career ladder is another important part of the occupational analysis process. Such a comparison reveals similarities and differences between the skill levels with respect to tasks performed and relative percentage of time spent on particular duties.

This information is used to evaluate the accuracy and completeness of the AFR 39-1 Specialty Descriptions and the Specialty Training Standard (STS), and to determine potential training needs.

The distribution of skill level groups across the career ladder jobs is shown in Table 8. The largest proportion of 3- and 5-skill level personnel is found in the Operations cluster, with the next largest proportion found in the Flight Records cluster. These members are assigned at wing, squadron, and flight levels and perform scheduling, flight records, and dispatching tasks. Members holding 7- and 9-skill levels are found in clusters having more supervisory and administrative responsibilities.

Table 9 shows as skill level increases, the breadth of the job increases (as indicated by average number of tasks performed and JDI) and the percentage of members who supervise increases. Table 10 shows the relative percent time spent on each duty across skill levels. These data illustrate the pattern of career ladder progression in the 271X2 career ladder. There is a gradual shift from performing technical tasks to supervisory responsibilities across skill levels. Three- and 5-skill level personnel perform the technical squadron operations and flight records functions. Seven-skill level personnel also spend a large amount of time performing technical tasks as only about half their time is devoted to the administrative duties. Nine-skill level personnel, however, spend almost 75 percent of their time in the administrative duties. This gradual shift is further evidence of the specialization of jobs and diversity of the career ladder.

Skill Level Description

DAFSC 27132. Three-skill level personnel comprise 10 percent of the total sample and average 35 months in the military service. Typically, first-term airmen are assigned to either squadron operations or flight records functions.

TABLE 7
COMPARISON OF JOB SATISFACTION INDICATORS FOR 271X2 SPECIALTY JOBS

| | WING LEVEL ADMINISTRATORS | WING LEVEL SCHEDULERS | OPS PERS | SQ OPS SUPVRS | SQ FLT MGMT CLERKS | FLIGHT RECORDS PERS | FLIGHT RESOURCE PERS | GROUND TRAINERS | MISSION SCHEDULERS | GENERAL ADMINISTRATORS |
|--|------------------------------|--------------------------|-------------|------------------|--------------------------|---------------------------|----------------------------|--------------------|-----------------------|---------------------------|
| <u>EXPRESSED JOB INTEREST:</u> | | | | | | | | | | |
| INTERESTING | 63 | 79 | 61 | 69 | 40 | 58 | 75 | 61 | 50 | 57 |
| SO-SO | 17 | 14 | 21 | 16 | 60 | 25 | 12 | 20 | 27 | 11 |
| DULL | 19 | 5 | 17 | 14 | - | 16 | 12 | 16 | 21 | 23 |
| <u>PERCEIVED USE OF TALENTS:</u> | | | | | | | | | | |
| FAIRLY WELL TO PERFECTLY LITTLE OR NOT AT ALL | 68 31 | 71 27 | 60 39 | 76 24 | 60 40 | 66 32 | 80 20 | 63 36 | 57 42 | 61 36 |
| <u>PERCEIVED USE OF TRAINING:</u> | | | | | | | | | | |
| FAIRLY WELL TO PERFECTLY LITTLE OR NOT AT ALL | 54 45 | 57 41 | 69 31 | 70 30 | 60 40 | 70 29 | 85 14 | 41 59 | 43 56 | 59 36 |
| <u>SENSE OF ACCOMPLISHMENT FROM JOB:</u> | | | | | | | | | | |
| SATISFIED | 61 | 71 | 61 | 63 | 80 | 65 | 73 | 61 | 58 | 61 |
| DISSATISFIED | 25 | 14 | 25 | 27 | - | 22 | 13 | 32 | 31 | 23 |
| SO-SO | 12 | 12 | 13 | 9 | 20 | 12 | 12 | 7 | 10 | 14 |
| <u>REENLISTMENT INTENTION:</u> | | | | | | | | | | |
| YES, OR PROBABLY YES | 68 | 64 | 67 | 70 | 80 | 69 | 72 | 57 | 67 | 70 |
| PLAN TO RETIRE | 14 | 7 | 4 | 16 | - | 6 | 10 | 11 | 4 | 9 |
| NO, OR PROBABLY NO | 16 | 27 | 26 | 13 | 20 | 21 | 17 | 32 | 27 | 16 |

TABLE 8

DISTRIBUTION OF DAFSC GROUP MEMBERS ACROSS CAREER LADDER GROUPS
(PERCENT MEMBERS)

| JOB GROUPS | DAFSC 27132 (N=171) | DAFSC 27152 (N=779) | DAFSC 27172 (N=612) | DAFSC 27192 (N=65) |
|--------------------------------------|---------------------------|---------------------------|---------------------------|--------------------------|
| I. WING LEVEL ADMINISTRATORS | 7 | 9 | 13 | 20 |
| II. WING LEVEL SCHEDULERS | 2 | 5 | 3 | - |
| III. OPERATIONS PERSONNEL | 32 | 26 | 8 | - |
| IV. SQUADRON OPERATIONS SUPERVISORS | 7 | 13 | 42 | 54 |
| V. SQUADRON FLIGHT MANAGEMENT CLERKS | - | - | - | - |
| VI. FLIGHT RECORDS PERSONNEL | 8 | 6 | 2 | - |
| VII. FLIGHT RESOURCE PERSONNEL | 20 | 15 | 18 | 20 |
| VIII. GROUND TRAINING PERSONNEL | 3 | 4 | 2 | - |
| IX. MISSION SCHEDULERS | 12 | 11 | 4 | 3 |
| X. GENERAL ADMINISTRATORS | 2 | 3 | 2 | 3 |
| OTHER | 7 | 8 | 6 | - |

- Indicates less than 1 percent

TABLE 9

| SKILL LEVEL | PERCENT OF TOTAL SAMPLE | AVERAGE NUMBER OF TASKS PERFORMED | JDI | PERCENT SUPERVISING |
|----------------|-------------------------------|---|------|------------------------|
| 27132 | 10% | 43 | 10.2 | 5% |
| 27152 | 48% | 45 | 11.4 | 19% |
| 27172 | 38% | 66 | 15.2 | 64% |
| 27192 | 4% | 74 | 17.2 | 72% |

TABLE 10

AVERAGE PERCENT TIME SPENT PERFORMING DUTIES BY DAFSC GROUPS*
(RELATIVE PERCENT OF JOB TIME)

| DUTY | TOTAL SAMPLE (N=1,630) | DAFSC 27132 (N=171) | DAFSC 27152 (N=779) | DAFSC 27172 (N=612) | DAFSC 27192 (N=65) |
|---|------------------------------|---------------------------|---------------------------|---------------------------|--------------------------|
| A. ORGANIZING AND PLANNING | 18 | 16 | 17 | 20 | 24 |
| B. DIRECTING AND IMPLEMENTING | 15 | 7 | 11 | 20 | 29 |
| C. EVALUATING AND INSPECTING | 4 | 1 | 2 | 5 | 10 |
| D. TRAINING | 5 | 3 | 4 | 7 | 10 |
| E. PERFORMING GENERAL ADMINISTRATIONS FUNCTIONS | 4 | 4 | 5 | 4 | 2 |
| F. PERFORMING SQUADRON OPERATIONS FUNCTIONS | 19 | 25 | 23 | 13 | 4 |
| G. PERFORMING REPORTING FUNCTIONS | 3 | 4 | 3 | 3 | 1 |
| H. PERFORMING FLIGHT RECORDS AND RESOURCE MANAGEMENT FUNCTIONS | 18 | 25 | 19 | 16 | 11 |
| I. PERFORMING DISPATCHING FUNCTIONS | 1 | 1 | 1 | - | - |
| J. PERFORMING FLIGHT SCHEDULING FUNCTIONS | 6 | 6 | 7 | 5 | 3 |
| K. PERFORMING FLIGHT PLANNING FUNCTIONS | 1 | 1 | 1 | 1 | - |
| L. PERFORMING DATA BASE MANAGEMENT FUNCTIONS | 5 | 6 | 6 | 4 | 4 |

- Denotes less than 1 percent

* Columns may not add up to 100 percent

The data in Table 10 show that time of the 3-skill level respondents is concentrated in these two duties. Table 11 lists representative tasks performed by AFSC 27132 personnel. Only 23 tasks are performed by more than 30 percent of this DAFSC group. They have a more restrictive job as apprentices.

DAFSC 27152. Nearly half the sample (48 percent) hold DAFSC 27152. As seen by the data in Table 10, 23 percent of their time is spent performing squadron operations functions, 19 percent is spent performing flight records and resource management functions, and 17 percent is spent organizing and planning. Table 12 lists representative tasks performed by 5-skill level personnel. Tasks which best differentiate between 3- and 5-skill level personnel are administrative or supervisory in nature and are performed by more 5-skill level personnel as seen in Table 13. The differences in percent members performing are small, which indicate the jobs of the 3- and 5-skill levels are quite similar. Twenty-five tasks are performed by more than 30 percent of 5-skill level personnel.

DAFSC 27172. The 612 7-skill level personnel comprise 38 percent of the sample. Typically, 7-skill level personnel hold administrative and supervisory positions at squadron and wing levels. Forty-two percent are supervisors at the squadron level and 13 percent are supervisors at the wing level. Representative tasks performed by AFSC 27172 personnel are listed in Table 14. Twenty-eight tasks are performed by more than 30 percent of this DAFSC group. As seen by the data in Table 15, a higher percentage of 7-skill level personnel write APRs, supervise lower skill level airmen, counsel, and perform administrative tasks when compared with 5-skill level personnel. Again, the tasks listed are those that best differentiate between the skill levels and are performed by more 7-skill levels.

DAFSC 27192. There were 65 DAFSC 27192 respondents, accounting for 4 percent of the sample. They have the broadest job in the career ladder and usually are assigned as managers at the highest levels. Seventy-nine tasks are performed by more than 30 percent of 9-skill level members. Representative tasks performed by 27192 personnel are listed in Table 16. They spend approximately 75 percent of their time in administrative, supervisory, and training duties (see Table 10). Tasks which differentiate between 27172 and 27192 personnel are listed in Table 17. Seven-skill level personnel perform more technical tasks than the 9-skill level members. More 27192 managers develop policies and procedures, prepare job descriptions, establish manning requirements, and initiate personnel action requests.

Progression through the skill levels is a gradual process. Three- and 5-skill level personnel perform scheduling and flight records tasks. Seven-skill level personnel are working supervisors, performing a combination of technical, supervisory, training, and administrative tasks. Nine-skill level members spend their time managing personnel, training, supervising, and performing administrative duties.

TABLE 11

REPRESENTATIVE TASKS PERFORMED BY DAFSC 27132 PERSONNEL

| TASKS | PERCENT MEMBERS PERFORMING (N=171) |
|---|---|
| F136 BREAK DOWN COMPUTER PRODUCTS | 64 |
| A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES | 56 |
| H185 AUDIT COMPUTATIONS SHOWN ON AF FORMS 369 (AFORMS AIRCREW/ MISSION FLIGHT DATA DOCUMENT) | 51 |
| F154 POST FLIGHT SCHEDULES | 50 |
| B39 COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS | 50 |
| F153 POST CHANGES TO DAILY FLIGHT SCHEDULES | 49 |
| F159 REQUEST DATA DISPLAYS UTILIZING CRT TERMINALS/PRINTERS | 49 |
| A23 MAINTAIN STATUS BOARDS | 46 |
| F143 DELIVER FLYING SCHEDULES | 40 |
| H206 FILE AF FORMS 369 (AFORMS AIRCREW/MISSION FLIGHT DATA DOCUMENT) | 40 |
| H233 PERFORM CALCULATIONS ON FLYING-HOUR DATA AS REQUESTED | 40 |
| F139 CONFIRM DAILY SCHEDULED FLIGHT DEVIATIONS | 39 |
| A3 CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS | 39 |
| F156 PREPARE AND MAINTAIN FLIGHT AUTHORIZATIONS | 38 |
| F144 DRIVE GOVERNMENT MOTOR VEHICLES | 38 |
| F165 UPDATE FLIGHT ORDERS | 37 |
| H208 IDENTIFY PHYSICAL QUALIFICATIONS STATUS FOR DUTY NOT TO INCLUDE FLYING (DNIF) | 37 |
| F158 RECEIVE OR CORRECT HISTORICAL DATA UTILIZING CATHODE RAY TUBE (CRT) TERMINALS/PRINTERS | 35 |
| G169 PREPARE UNIT STATUS AND IDENTITY REPORTS (UNITREP) | 35 |
| F140 CONTROL SIGN-IN AND SIGN-OUT SHEETS | 34 |
| L318 UPDATE FILES BY ONLINE PROCEDURES | 33 |
| H232 OPERATE KEYPUNCH EQUIPMENT | 31 |
| A11 DEVELOP WORK METHODS OR PROCEDURES | 31 |
| J279 PREPARE OR INTERPRET FLIGHT ORDERS | 29 |
| F155 POST WEATHER INFORMATION | 28 |
| G170 PREPARE VISUAL AIDS FOR BRIEFINGS | 27 |
| A5 COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES | 25 |
| H207 FILE ANNUAL IFRs | 26 |
| A22 JUSTIFY FLYING HOUR ALLOCATIONS | 23 |
| A13 ESTABLISH AIR OPERATIONS SCHEDULES | 18 |

TABLE 12
REPRESENTATIVE TASKS PERFORMED BY DAFSC 27152 PERSONNEL

| TASKS | PERCENT MEMBERS PERFORMING (N=779) |
|--|---|
| A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES | 64 |
| F136 BREAK DOWN COMPUTER PRODUCTS | 58 |
| B39 COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS | 54 |
| F153 POST CHANGES TO DAILY FLIGHT SCHEDULES | 51 |
| H185 AUDIT COMPUTATIONS SHOWN ON AF FORMS 369 (AFORMS AIRCREW/ MISSION FLIGHT DATA DOCUMENT) | 49 |
| A23 MAINTAIN STATUS BOARDS | 48 |
| F154 POST FLIGHT SCHEDULES | 47 |
| F159 REQUEST DATA DISPLAYS UTILIZING CRT TERMINALS/PRINTERS | 44 |
| F156 PREPARE AND MAINTAIN FLIGHT AUTHORIZATIONS | 43 |
| F139 CONFIRM DAILY SCHEDULED FLIGHT DEVIATIONS | 42 |
| A3 CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS | 42 |
| A11 DEVELOP WORK METHODS OR PROCEDURES | 41 |
| L318 UPDATE FILES BY ONLINE PROCEDURES | 38 |
| F143 DELIVER FLYING SCHEDULES | 38 |
| E122 FILE OR UPDATE MANUALS, REGULATIONS, OR OTHER PUBLICA- TIONS | 37 |
| F144 DRIVE GOVERNMENT MOTOR VEHICLES | 37 |
| F165 UPDATE FLIGHT ORDERS | 36 |
| A5 COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES | 34 |
| F158 RECEIVE OR CORRECT HISTORICAL DATA UTILIZING CATHODE RAY TUBE (CRT) TERMINAL/PRINTERS | 34 |
| H233 PERFORM CALCULATIONS ON FLYING-HOUR DATA AS REQUESTED | 34 |
| L304 PERFORM FILES MAINTAIN USING A VIDEO DISPLAY TERMINAL (VDT) OR CATHODE RAY TUBE (CRT) FOR AIRCREW TRAINING | 32 |
| F140 CONTROL SIGN-IN AND SIGN-OUT SHEETS | 32 |
| J279 PREPARE OR INTERPRET FLIGHT ORDERS | 32 |
| F157 RECEIVE INFORMATION OR NOTIFY INTERESTED AGENCIES OF AIR- CRAFT MAINTENANCE STATUS | 30 |
| G169 PREPARE UNIT STATUS AND IDENTITY REPORTS (UNITREP) | 30 |
| A13 ESTABLISH AIR OPERATIONS SCHEDULES | 23 |
| J269 DEVELOP FLIGHT SCHEDULES | 15 |

TABLE 13

EXAMPLES OF TASKS WHICH DIFFERENTIATE BETWEEN DAFSC 27132 AND 27152
PERSONNEL
(PERCENT MEMBERS PERFORMING)

| TASKS | DAFSC 27132 (N=171) | DAFSC 27152 (N=779) | DIFFERENCE |
|--|---------------------------|---------------------------|------------|
| B37 ASSIGN WORK TO PERSONNEL | 13 | 28 | -15 |
| B42 COUNSEL SUBORDINATES ON PERSONAL OR MILITARY-RELATED PROBLEMS | 8 | 21 | -13 |
| B41 COUNSEL SUBORDINATES ON JOB PROGRESSION OR CAREER DEVELOPMENT | 6 | 19 | -13 |
| C91 WRITE APRs | 5 | 18 | -13 |
| D96 BRIEF PERSONNEL ON CHANGES IN METHODS OR PROCEDURES | 20 | 32 | -12 |
| B68 SUPERVISE OPERATIONS RESOURCES MANAGEMENT SPECIALISTS (AFSC 27152) | 3 | 15 | -12 |
| A27 PLAN AND MONITOR SELF-INSPECTION PROCEDURES | 15 | 25 | -10 |
| A16 ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES | 8 | 18 | -10 |
| A20 ESTABLISH WORK PRIORITIES | 24 | 34 | -10 |
| A11 DEVELOP WORK METHODS OR PROCEDURES | 32 | 41 | -9 |
| B47 DRAFT OR TYPE CORRESPONDENCE OR REPORTS | 22 | 31 | -9 |

TABLE 14

REPRESENTATIVE TASKS PERFORMED BY DAFSC 27172 PERSONNEL

| TASKS | PERCENT MEMBERS PERFORMING (N=612) |
|-------|---|
| A2 | 80 |
| A3 | 68 |
| A11 | 68 |
| B39 | 67 |
| B37 | 65 |
| A40 | 63 |
| C91 | 63 |
| D96 | 60 |
| B42 | 60 |
| B71 | 59 |
| B41 | 58 |
| B68 | 57 |
| A16 | 55 |
| B63 | 55 |
| D106 | 55 |
| B38 | 55 |
| B47 | 53 |
| A27 | 52 |
| F136 | 50 |
| A30 | 49 |
| H185 | 46 |
| A5 | 43 |
| F159 | 42 |
| A23 | 42 |
| L318 | 40 |
| L304 | 40 |
| F153 | 39 |
| F154 | 38 |
| J269 | 19 |

TABLE 15
EXAMPLES OF TASKS WHICH DIFFERENTIATE BETWEEN DAFSC 27152 AND 27172
PERSONNEL
(PERCENT MEMBERS PERFORMING)

| TASKS | DAFSC 27152 (N=779) | DAFSC 27172 (N=612) | DIFFERENCE |
|---|---------------------------|---------------------------|------------|
| C91 WRITE APRs | 18 | 63 | -45 |
| B68 SUPERVISE OPERATIONS RESOURCES MANAGEMENT SPECIALISTS (AFSC 27152) | 15 | 57 | -42 |
| B41 COUNSEL SUBORDINATES ON JOB PROGRESSION OR CAREER DEVELOPMENT | 19 | 59 | -40 |
| B42 COUNSEL SUBORDINATES ON PERSONAL OR MILITARY-RELATED PROBLEMS | 21 | 60 | -39 |
| B71 WRITE CORRESPONDENCE | 21 | 59 | -38 |
| B37 ASSIGN WORK TO PERSONNEL | 27 | 65 | -38 |
| A16 ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES | 18 | 55 | -37 |
| A40 CONDUCT SUPERVISORY ORIENTATION OF NEWLY ASSIGNED PERSONNEL | 14 | 51 | -37 |
| B63 REVIEW CORRESPONDENCE OR REPORTS | 23 | 55 | -32 |
| B38 ATTEND CONFERENCES OR POLICY MEETINGS | 24 | 55 | -31 |
| A34 SCHEDULE LEAVES, PASSES, OR TDY | 15 | 46 | -29 |
| D106 MAINTAIN TRAINING RECORDS | 25 | 55 | -30 |
| D100 COUNSEL INDIVIDUALS ON TRAINING PROBLEMS OR PROGRESS | 18 | 47 | -29 |
| A20 ESTABLISH WORK PRIORITIES | 34 | 64 | -30 |
| B61 PREPARE RESPONSES TO INSPECTION REPORTS | 11 | 41 | -30 |
| B60 PREPARE PERSONNEL RATING FORMS | 9 | 37 | -28 |
| D96 BRIEF PERSONNEL ON CHANGES IN METHODS OR PROCEDURES | 32 | 60 | -28 |
| B58 PREPARE JOB DESCRIPTION | 9 | 37 | -28 |
| A27 PLAN AND MONITOR SELF-INSPECTION PROCEDURES | 25 | 52 | -27 |
| D94 ASSIGN ON-THE-JOB TRAINING (OJT) TRAINERS OR INSTRUCTORS | 7 | 34 | -27 |
| D98 CONDUCT OJT PROGRAMS | 12 | 39 | -27 |

TABLE 16

REPRESENTATIVE TASKS PERFORMED BY DAFSC 27192 PERSONNEL

| TASKS | PERCENT MEMBERS PERFORMING (N=65) |
|--|--|
| A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES | 95 |
| B71 WRITE CORRESPONDENCE | 94 |
| A3 CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS | 81 |
| B38 ATTEND CONFERENCES OR POLICY MEETINGS | 81 |
| B63 REVIEW CORRESPONDENCE OR REPORTS | 80 |
| B47 DRAFT OR TYPE CORRESPONDENCE OR REPORTS | 80 |
| A9 DEVELOP OR UPDATE ORGANIZATIONAL POLICIES OR PROCEDURES | 77 |
| A16 ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES | 75 |
| B39 COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS | 75 |
| A20 ESTABLISH WORK PRIORITIES | 75 |
| B42 COUNSEL SUBORDINATES ON PERSONAL OR MILITARY-RELATED PROBLEMS | 75 |
| A11 DEVELOP WORK METHODS OR PROCEDURES | 74 |
| C91 WRITE APRs | 74 |
| B41 COUNSEL SUBORDINATES ON JOB PROGRESSION OR CAREER DEVELOPMENT | 74 |
| B37 ASSIGN WORK TO PERSONNEL | 71 |
| A27 PLAN AND MONITOR SELF-INSPECTION PROCEDURES | 68 |
| B48 EDIT OR DIRECT EDITING OF REPORTS | 66 |
| B69 SUPERVISE OPERATIONS RESOURCES MANAGEMENT SUPERVISORS (AFSC 27172) | 66 |
| B72 ANALYZE INSPECTION OR OPERATING REPORTS | 65 |
| A10 DEVELOP PROCEDURES FOR DISSEMINATING OPERATIONS INFORMATION | 58 |
| A5 COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES | 51 |

TABLE 17

EXAMPLES OF TASKS WHICH DIFFERENTIATE BETWEEN DAFSC 27172 AND 27192
PERSONNEL
(PERCENT MEMBERS PERFORMING)

| TASKS | DAFSC 27152 (N=612) | DAFSC 27172 (N=65) | DIFFERENCE |
|---|---------------------------|--------------------------|------------|
| F156 PREPARE AND MAINTAIN FLIGHT AUTHORIZATIONS | 37 | 6 | +31 |
| F153 POST CHANGES TO DAILY FLIGHT SCHEDULES | 39 | 11 | +28 |
| F136 BREAK DOWN COMPUTER PRODUCTS | 50 | 23 | +27 |
| H185 AUDIT COMPUTATIONS ON AF FORMS 369 (AFORMS AIRCREW/ MISSION FLIGHT DATA DOCUMENT) | 46 | 20 | +26 |
| F165 UPDATE FLIGHT ORDERS | 31 | 9 | +26 |
| F139 CONFIRM DAILY SCHEDULED FLIGHT DEVIATIONS | 35 | 12 | +26 |
| F154 POST FLIGHT SCHEDULES | 38 | 6 | +24 |
| ----- | | | |
| B69 SUPERVISE OPERATIONS RESOURCES MANAGEMENT SUPERVISORS (AFSC 27172) | 20 | 66 | -46 |
| B71 WRITE CORRESPONDENCE | 59 | 94 | -35 |
| B54 INITIATE PERSONNEL ACTION REQUESTS | 21 | 55 | -34 |
| C72 ANALYZE INSPECTION OR OPERATING REPORTS | 31 | 65 | -34 |
| B57 PREPARE AWARDS AND DECORATION LETTERS | 24 | 58 | -34 |
| A15 ESTABLISH MANNING OR PERSONNEL REQUIREMENTS | 20 | 54 | -34 |
| B36 ASSIGN PERSONNEL TO DUTY POSITIONS | 35 | 68 | -33 |
| C76 EVALUATE INDIVIDUALS OR RECOMMEND PROMOTION, DEMOTION, OR RECLASSIFICATIONS | 35 | 68 | -33 |
| B58 PREPARE JOB DESCRIPTIONS | 37 | 65 | -32 |
| A9 DEVELOP OR UPDATE ORGANIZATIONAL POLICIES OR PROCEDURES | 48 | 77 | -31 |
| C86 INDORSE APRs | 30 | 60 | -30 |
| A35 WRITE STAFF STUDIES, SURVEYS, OR SPECIAL REPORTS | 24 | 54 | -30 |
| A1 ASSIGN SPONSORS FOR NEWLY ASSIGNED PERSONNEL | 35 | 66 | -29 |

ANALYSIS OF AFR 39-1 SPECIALITY DESCRIPTIONS

Survey data were compared to the Operations Resources Management career ladder AFR 39-1 Specialty Descriptions, dated 30 April 1984. These descriptions are intended to provide a general overview of the duties and tasks performed by each skill level of the specialty.

The specialty descriptions appear to adequately reflect the responsibilities of all skill levels within the 271X2 career field. Three- and 5-skill level jobs basically are technical, 7-skill level jobs are a combination of technical and supervisory, and the 9-skill jobs are managerial. The specialty descriptions describe all jobs identified in the analysis. Data collection is a part of nearly every job identified. All other tasks listed in the AFR 39-1 descriptions are performed by members of the appropriate job groups.

ANALYSIS OF EXPERIENCE (TAFMS) GROUPS

Analysis revealed that the amount of time members spend in particular duties is directly related to length of time in service, experience, and rank. Senior members spend more time in the administrative, supervisory, and managerial duties, with less time involved in technical tasks. This relationship is clearly shown by the data in Table 18. First- and second-enlistment personnel perform tasks associated with technical duties, while members with 145-192 months TAFMS spend more time performing management duties. This trend continues until those with 20 years or more in the service spend only about one-third of their time performing technical tasks.

First-Enlistment Personnel

Figure 2 shows the distribution of first-term AFSC 271X2 personnel across career ladder jobs. The largest proportion of these airmen are found in those clusters involving the technical jobs in the career field: squadron operations personnel, flight management clerks, and mission schedulers. First-term AFSC 271X2 personnel have very diverse jobs. Only 26 of the 320 tasks in the inventory are performed by more than 30 percent of the members. Representative tasks performed are listed in Table 19.

Analyses Performed and Mathematics Used

Two other areas of use to career ladder managers are the types of statistical analyses performed and the mathematics used to perform these analyses. There has been some question concerning the level of education and the mathematical background needed for the career ladder. The data in Table 20 show that averages and percentages are the most common analyses performed, regardless of experience. Table 21 shows that all 271X2 personnel use primarily arithmetic to perform the analyses. These data will assist the training in managers determining what is to be taught in an entry-level course.

FIGURE 2

PERCENT OF FIRST-TERM AFSC 271X2 IN SPECIALTY JOBS

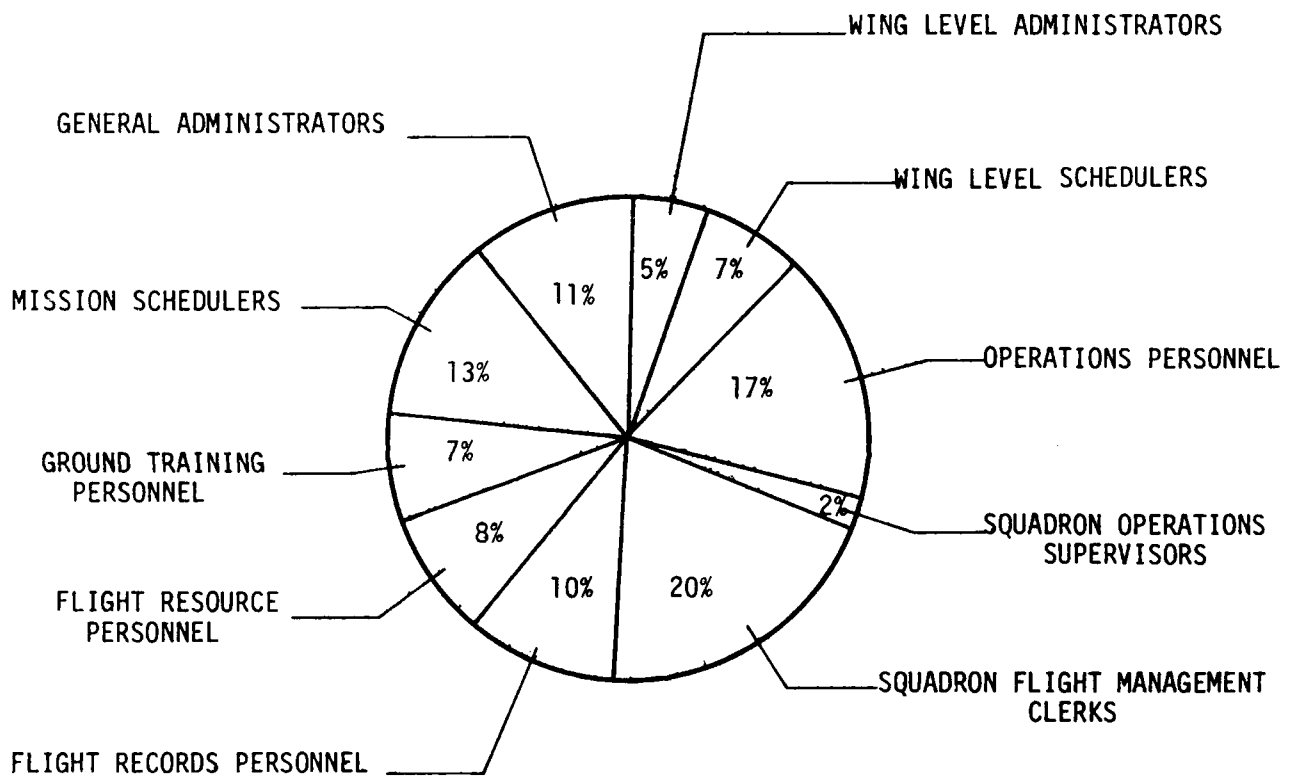


TABLE 18
RELATIVE TIME SPENT ON DUTIES BY TAFMS GROUPS

| DUTY | ENLISTMENT GROUPS (MONTHS TAFMS) | | | | | |
|--|-------------------------------------|------------------|-------------------|--------------------|--------------------|-----------------|
| | 1-48 (N=427) | 49-96 (N=331) | 97-144 (N=285) | 145-192 (N=245) | 193-240 (N=231) | 241+ (N=104) |
| A. ORGANIZING AND PLANNING | 16 | 14 | 21 | 19 | 22 | 23 |
| B. DIRECTING AND IMPLEMENTING | 7 | 12 | 16 | 18 | 22 | 28 |
| C. EVALUATING AND INSPECTING | 1 | 3 | 4 | 5 | 6 | 8 |
| D. TRAINING | 3 | 5 | 6 | 7 | 8 | 7 |
| E. PERFORMING GENERAL ADMINISTRATION FUNCTIONS | 4 | 4 | 4 | 4 | 4 | 3 |
| F. PERFORMING SQUADRON OPERATIONS FUNCTIONS | 27 | 21 | 17 | 16 | 11 | 8 |
| G. PERFORMING REPORTING FUNCTIONS | 4 | 3 | 3 | 2 | 2 | 2 |
| H. PERFORMING FLIGHT RECORDS AND RESOURCE MANAGEMENT FUNCTIONS | 22 | 21 | 17 | 15 | 15 | 10 |
| I. PERFORMING DISPATCHING FUNCTIONS | 1 | 1 | - | 1 | - | - |
| J. PERFORMING FLIGHT SCHEDULING FUNCTIONS | 7 | 7 | 6 | 6 | 5 | 4 |
| K. PERFORMING FLIGHT PLANNING FUNCTIONS | 2 | 1 | 1 | 1 | 1 | - |
| L. PERFORMING DATA BASE MANAGEMENT FUNCTIONS | 6 | 6 | 6 | 5 | 4 | 4 |

- Denotes less than 1 percent
Columns may not add up to 100 percent due to rounding

TABLE 19

REPRESENTATIVE TASKS PERFORMED BY 271X2 FIRST-TERM PERSONNEL
(1-48 MONTHS TAFMS)

| TASKS | PERCENT MEMBERS PERFORMING (N=427) |
|---|---|
| F136 BREAK DOWN COMPUTER PRODUCTS | 60 |
| A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES | 59 |
| F153 POST CHANGES TO DAILY FLIGHT SCHEDULES | 55 |
| H185 AUDIT COMPUTATIONS SHOWN ON AF FORMS 369 (AFORMS AIRCREW/ MISSION FLIGHT DATA DOCUMENT | 53 |
| F154 POST FLIGHT SCHEDULES | 52 |
| B39 COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS | 49 |
| A23 MAINTAIN STATUS BOARDS | 48 |
| F159 REQUEST DATA DISPLAYS UTILIZING CRT TERMINALS/PRINTERS | 47 |
| F139 CONFIRM DAILY SCHEDULED FLIGHT DEVIATIONS | 46 |
| F156 PREPARE AND MAINTAIN FLIGHT AUTHORIZATIONS | 45 |
| F143 DELIVER FLYING SCHEDULES | 41 |
| F144 DRIVE GOVERNMENT VEHICLES | 41 |
| F140 CONTROL SIGN-IN AND SIGN-OUT SHEETS | 39 |
| F158 RECEIVE OR CORRECT HISTORICAL DATA UTILIZING CATHODE RAY TUBE (CRT) TERMINALS/PRINTERS | 39 |
| L318 UPDATE FILES BY ONLINE PROCEDURES | 36 |
| H206 FILE AF FORMS 369 (AFORMS AIRCREW/MISSION FLIGHT DATA DOCUMENT) | 35 |
| J279 PREPARE OR INTERPRET FLIGHT ORDERS | 33 |
| F165 UPDATE FLIGHT ORDERS | 33 |
| A5 COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES | 28 |
| L304 PERFORM FILES MAINTENANCE USING A VIDEO DISPLAY TERMINAL (VDT) OR CATHODE RAY TUBE (CRT) FOR AIRCREW TRAINING | 28 |

TABLE 20
ANALYSES PERFORMED BY TAFMS GROUPS

| <u>ANALYSIS</u> | <u>1-48 MONTHS PERCENT PERFORMING</u> | <u>49-96 MONTHS PERCENT PERFORMING</u> | <u>97+ MONTHS PERCENT PERFORMING</u> |
|-----------------|---|--|--|
| AVERAGE | 42 | 39 | 51 |
| PERCENTAGES | 37 | 40 | 49 |
| RATES | 14 | 12 | 19 |
| TRENDS | 14 | 10 | 11 |
| RATIOS | 12 | 15 | 24 |
| OTHER | 6 | 5 | 6 |

TABLE 21
MATHEMATICS USED BY TAFMS GROUPS

| <u>MATHEMATICS</u> | <u>1-48 MONTHS PERCENT PERFORMING</u> | <u>49-96 MONTHS PERCENT PERFORMING</u> | <u>97+ MONTHS PERCENT PERFORMING</u> |
|--------------------|---|--|--|
| ARITHMETIC | 94 | 94 | 92 |
| ALGEBRA | 9 | 7 | 10 |
| TRIGONOMETRY | - | - | - |
| CALCULUS | - | - | 1 |

- Indicates less than 1 percent

Job Satisfaction

Table 22 presents data reflecting job interest, perceived use of talents and training, reenlistment intentions, and sense of accomplishment of selected TAFMS groups. They are compared to data from all career ladders surveyed in 1984. Overall, satisfaction indicators across all AFSC 271X2 TAFMS groups are only fair. The relatively low interest, perceived use of training and talents, and reenlistment intentions may be due to the limited jobs performed by personnel in the career ladder. Satisfaction indicators are somewhat higher for the career group and perhaps reflect the broader range of duties senior members have.

TRAINING ANALYSIS

Occupational survey data are a source of information which may be used to develop training programs relevant to the need of first-term personnel. The most important factors used to evaluate training are percent of first-job (1-24 months TAFMS) and percent of first-enlistment (1-48 months TAFMS) personnel performing tasks. Other factors which may be used to make decisions concerning training are training emphasis (TE) and task difficulty (TD) ratings, previously discussed. All these factors were used to evaluate the AFSC 271X2 Specialty Training Standard (STS) and the 27132 Career Development Course (CDC).

Several members of the 271X2 career ladder assigned to Randolph AFB and the CDC writer stationed at Keesler AFB matched inventory tasks to appropriate sections of the STS and 3-level CDC. A computer listing displaying the percent members performing, training emphasis rating, and task difficulty rating for each task statement, along with the STS and CDC match, was sent to training personnel at Keesler AFB for their use in reviewing these training documents. These materials were also used by the MAJCOM functional managers at the Utilization and Training Workshop held 22-24 November 1985 at Gunter AFS, to discuss the content of the HQ USAF/DPTT mandated Category B training program desired to come on line about the 1st quarter FY87.

Training Emphasis and Task Difficulty Data

TE and TD ratings can be used to assist training developers to decide what tasks should be emphasized in entry-level training. Tasks with high TE and TD ratings and moderate to high percent members performing may require inclusion in a resident course. Tasks with high TE and TD ratings, but with low percent members performing, often are more appropriately taught by OJT. Tasks with low TE or TD ratings may be omitted from formal first-term training, but this decision must be weighed against percent members performing figures, command concerns, and impact of the task in readiness, contingency planning, or safety.

TABLE 22

COMPARISON OF JOB SATISFACTION INDICATORS BY TAFMS GROUPS*
(PERCENT MEMBERS RESPONDING)

| | 1-48 MOS TAFMS | | 49-96 MOS TAFMS | | 97+ MOS TAFMS | |
|---|------------------|------------------------------|------------------|-----------------------------|------------------|----------------------------|
| | 271X2 (N=427) | COMP SAMPLE (N=13,632) | 271X2 (N=331) | COMP SAMPLE (N=5,360) | 271X2 (N=863) | COMP SAMPLE (N=7354) |
| <u>EXPRESSED JOB INTEREST:</u> | | | | | | |
| INTERESTING | 58 | 65 | 61 | 68 | 69 | 75 |
| SO-SO | 23 | 18 | 20 | 17 | 15 | 14 |
| DULL | 17 | 15 | 17 | 14 | 15 | 10 |
| <u>PERCEIVED UTILIZATION OF TALENTS:</u> | | | | | | |
| FAIRLY WELL TO PERFECTLY | 64 | 71 | 65 | 74 | 72 | 80 |
| LITTLE OR NOT AT ALL | 35 | 28 | 34 | 25 | 28 | 19 |
| <u>PERCEIVED UTILIZATION OF TRAINING:</u> | | | | | | |
| FAIRLY WELL TO PERFECTLY | 71 | 77 | 60 | 76 | 66 | 77 |
| LITTLE OR NOT AT ALL | 29 | 21 | 39 | 23 | 34 | 21 |
| <u>REENLISTMENT INTENTIONS:</u> | | | | | | |
| YES, OR PROBABLY YES | 63 | 60 | 68 | 77 | 72 | 77 |
| NO, OR PROBABLY NO | 36 | 38 | 30 | 22 | 7 | 8 |
| PLAN TO RETIRE | 0 | - | 1 | - | 19 | 14 |
| <u>SENSE OF ACCOMPLISHMENT</u> | | | | | | |
| SATISFIED | 65 | 65 | 64 | 64 | 63 | 70 |
| SO-SO | 14 | 14 | 12 | 13 | 10 | 9 |
| DISSATISFIED | 20 | 20 | 23 | 22 | 27 | 20 |

* Compared to all career fields surveyed in CY 1984

- Denotes less than 1 percent

The method used to collect TE and TD data is outlined in the Task Factor Administration section of this report. Fifty-seven supervisors rated the tasks on training emphasis. The average TE rating is 2.76, with a standard deviation of 1.72. Fifty supervisors rated tasks with respect to learning difficulty. Average task difficulty is 5.00, with a standard deviation of 1.00.

Table 23 lists the 25 tasks with the highest TE ratings. Percent members performing in first job (1-24 months TAFMS), in first enlistment (1-48 months TAFMS), TE, and TD ratings are included. Six tasks had both high TE ratings and are performed by more than 30 percent of the members. The high TE ratings suggest these tasks should be included in some form of structured training. Because these tasks have only average TD ratings, they might be more appropriately included in the CDC, instead of being taught in a resident training situation.

Speciality Training Standard (STS)

Performance elements of the Specialty Training Standard (STS) are fairly well supported by tasks performed by more than 20 percent of the respondents. Four performance elements, listed in Table 24, are not supported. They deal with aircrew evaluations, maintaining parachutist data, interfaces, and scheduling. The tasks matched to these elements have less than 10 percent members performing. The low percent members performing, low TE and TD, suggest these elements should be removed from the STS. Other considerations, however, such as criticality or safety, may justify their remaining in the STS.

The six STS elements listed in Table 25 have no inventory tasks matched to them for any one of several reasons. Training managers should review them to determine if they should remain in the STS. The tasks listed in Table 26 were unreferenced to the STS and have more than 20 percent of the respondents performing them. These appear to be general knowledge tasks and are not appropriate for the STS.

Career Development Course (CDC)

One further step in the analysis process is to match the tasks in the inventory with teaching objectives of resident course Plans of Instruction (POI). This is done to help training managers determine if the courses teach what is being used in the field. The 271X2 career field has no entry-level resident training course at the present time. The inventory, therefore, was matched to the 27132 CDC to determine if the CDC content is supported by OSR data.

Most performance learning objectives of the 27132 CDC are fairly well supported by inventory tasks. There were, however, a number of learning objectives that have no task statements matched to them. These objectives are concerned with AFORMS, AFOLDS, and aeronautical orders, and appear to be more knowledge than performance oriented. Knowledge objectives most often will be

TABLE 23

TASKS RATED HIGHEST IN TRAINING EMPHASIS FOR 271X2 PERSONNEL

| TASKS | TNG EMP* | PERCENT MEMBERS PERFORMING | | TASK DIFF** |
|--|-------------|-------------------------------|-----------------------|----------------|
| | | 1ST JOB (N=146) | 1ST ENL (N=427) | |
| H185 AUDIT COMPUTATIONS SHOWN ON AF FORMS 369 (AFORMS AIRCREW/MISSION FLIGHT DATA DOCUMENT) | 7.23 | 52 | 53 | 5.17 |
| H205 EXTRACT INFORMATION FROM IFRS | 6.46 | 25 | 25 | 4.44 |
| F159 REQUEST DATA DISPLAYS UTILIZING CRT TERMINALS/PRINTERS | 6.37 | 47 | 47 | 5.03 |
| H188 AUDIT INDIVIDUAL FLIGHT RECORDS (IFR) | 6.37 | 30 | 26 | 5.93 |
| L304 PERFORM FILES MAINTENANCE USING A VDT OR CRT FOR AIRCREW TRAINING | 6.26 | 28 | 28 | 5.63 |
| L306 PERFORM FILES MAINTENANCE USING A VDT OR CRT FOR FLYING HOURS | 6.18 | 24 | 22 | 5.65 |
| L305 PERFORM FILES MAINTENANCE USING A VDT OR CRT FOR RESOURCE MANAGEMENT | 6.12 | 23 | 22 | 5.69 |
| H181 ASSIGN PROFESSIONAL QUALIFICATION INDEX (PQI) | 6.07 | 19 | 17 | 5.56 |
| F156 PREPARE AND MAINTAIN FLIGHT AUTHORIZATIONS | 6.04 | 41 | 45 | 4.22 |
| H180 ASSIGN FLYING ACTIVITY CATEGORY (FAC) CODES | 6.00 | 18 | 16 | 5.73 |
| H178 ASSEMBLE FLIGHT RECORDS PACKAGE (FRP) FOR HAND CARRYING BY PERMANENT CHANGE OF STATION (PCS) PERSONNEL | 5.96 | 17 | 16 | 4.31 |
| L318 UPDATE FILES BY ONLINE PROCEDURES | 5.96 | 36 | 36 | 5.40 |
| H215 INPUT NEW NONRATED PERSONNEL INTO AFORMS | 5.95 | 19 | 20 | 5.16 |
| H179 ASSIGN AVIATION SERVICE CODES (ASC) | 5.93 | 19 | 17 | 5.65 |
| H243 PUBLISH AERONAUTICAL ORDERS USING AFORMS USER DEFINED FUNCTIONS (UDF) | 5.88 | 10 | 11 | 5.39 |
| H216 INPUT PHYSICAL QUALIFICATION INFORMATION INTO AFORMS | 5.70 | 20 | 19 | 3.98 |
| H193 COMPUTE OPERATIONAL FLYING DUTY (OFD) CREDIT | 5.68 | 17 | 15 | 5.58 |
| H217 INTERPRET AF FORMS 1042 (MEDICAL RECOMMENDATION FOR FLYING OR SPECIAL OPERATIONAL DUTY) | 5.68 | 27 | 24 | 4.05 |
| H225 MAINTAIN AF FORM 702 (INDIVIDUAL PHYSIOLOGICAL TRAINING RECORD) | 5.68 | 18 | 17 | 3.33 |

TABLE 23 (CONTINUED)

TASKS RATED HIGHEST IN TRAINING EMPHASIS FOR 271X2 PERSONNEL

| TASKS | TNG EMP* | PERCENT MEMBERS PERFORMING | | TASK DIFF** |
|---|-------------|-------------------------------|-----------------------|----------------|
| | | 1ST JOB (N=146) | 1ST ENL (N=427) | |
| H182 AUDIT AF FORMS 1042 | 5.65 | 23 | 21 | 4.42 |
| F153 POST CHANGES TO DAILY FLIGHT SCHEDULES | 5.63 | 49 | 55 | 3.60 |
| F158 RECEIVE OR CORRECT HISTORICAL DATA UTILIZING CATHODE RAY TUBE (CRT) TERMINAL/PRINTERS | 5.63 | 38 | 39 | 5.18 |
| H214 INPUT DNIF DATES INTO SYSTEMS | 5.61 | 27 | 23 | 3.49 |
| H183 AUDIT AF TO FORMS 781 (AEROSPACE VEHICLE FLIGHT DATA DOCUMENT) | 5.60 | 20 | 21 | 5.23 |
| H186 AUDIT DAILY FLYING UPDATE SUMMARY | 5.58 | 31 | 29 | 4.56 |

* Mean TE = 2.76, SD = 1.72

** Mean TD = 5.00, SD = 1.00

TABLE 24

STS PERFORMANCE ELEMENTS REFLECTING LOW PERCENT MEMBERS PERFORMING TASKS
(LESS THAN 10 PERCENT FOR A CODED LEVEL)

| STS ELEMENTS | TASKS | TNG EMPH* | TASK DIFF** | PERCENT MEMBERS PERFORMING | | |
|-----------------|---|--------------|----------------|-------------------------------|----------------|----------------|
| | | | | 1ST ENL | DAFSC 27152 | DAFSC 27172 |
| 4C(4) | DEVELOP/IMPLEMENT OPERATIONAL PROCEDURES FOR FRAG ORDERS F146 IMPLEMENT FRAGMENTARY ORDERS (FRAG ORD) | 1.61 | 5.90 | 6 | 7 | 6 |
| 6A(3) | DETERMINE COMPLETION OF REQUIREMENTS FOR INSTRUMENT CHECK E132 SCHEDULE RATED AIRCREW MEMBERS FOR ANNUAL INSTRUMENT CHECKS | 2.49 | 4.24 | 8 | 8 | 7 |
| 9A | MAINTAIN JUMP RECORD FOLDER (JRF) H229 MAINTAIN JUMP RECORD FOLDERS (JRF) | 4.54 | 4.62 | 6 | 5 | 7 |
| 136(2) | MONITOR UPGRADE TRAINING PROGRAM TO INCLUDE REQUALIFICATION F162 SCHEDULE STANDARD EVALUATION FLIGHT CHECKS | 1.83 | 4.98 | 7 | 7 | 7 |

* Mean TE = 2.76, SD = 1.72

** Mean TD = 5.00, SD = 1.00

TABLE 25
UNMATCHED STS ELEMENTS

| | |
|-----------|--|
| 3a | LOCATE DESIRED PUBLICATIONS USING APPLICABLE INDEX |
| 10g(1)(b) | PUBLISH AOs USING AF FORM 1887 OR AFORMS USER DEFINED FUNCTIONS (UDF) TO CHANGE AVIATION SERVICE CODES (ASC) |
| 13g(4) | MONITOR UPGRADE TRAINING PROGRAMS TO INCLUDE MISSION |
| 14a(4) | OPERATE OPTICAL MARK READER (OMR) |
| 16a(2) | PERFORM ANALYSIS USING PERCENTAGES |
| 16a(3) | PERFORM ANALYSIS USING RATES |

TABLE 26
UNREFERENCED TASKS WITH MORE THAN 20 PERCENT RESPONDENTS PERFORMING

| | |
|------|---|
| A3 | CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS |
| F136 | BREAK DOWN COMPUTER PRODUCTS |
| F143 | DELIVER FLYING SCHEDULES |
| F144 | DRIVE GOVERNMENT MOTOR VEHICLES |
| F151 | LOCATE PERSONNEL DURING EMERGENCIES |
| F155 | POST WEATHER INFORMATION |

unmatched because tasks in the job inventory are written as performance statements.

Table 27 lists several tasks performed by 20 percent or more of the first-job and first-enlistment personnel that were not matched to CDC learning objectives. A number are AFORMS and squadron operations tasks. These tasks should be reviewed to determine if they are appropriate for the CDC. Overall, the content of the 3-level CDC contains sufficient knowledge material, but can be expanded somewhat in the area denoted by unmatched tasks.

COMPARISON OF MAJCOMs

Jobs performed by AFSC 271X2 personnel were compared to determine if content varied as a function of MAJCOM assignment. Any differences noted between MAJCOM groups could have implications on how the specialty is organized or how new personnel should be trained. Overall, MAJCOM groups are similar with respect to average time spent performing duties, as shown in Table 28. The most time-consuming duties are squadron operations, flight records, organizing and planning, and directing and implementing. These four duties represent the major technical, supervisory and administrative functions of AFSC 271X2 personnel. There are some variations in specific tasks performed not indicated by the accumulated time spent on duties. One important variation is the average number of tasks performed (see Table 29). The respondents assigned to AFLC have the highest average number of tasks performed (78), while those assigned to ATC perform substantially fewer (31). Also, respondents assigned to AFLC have the fewest members supervising.

MAJCOMs were also compared to determine if there is a difference in the way personnel are assigned to duty positions. Table 30 shows the distribution of MAJCOM personnel in the career ladder areas of assignment. AFLC appears to have a higher concentration of members assigned to Host Operations Resources Management (HORM). The percentages, however, must be contrasted with the total size of the group. AFLC has only 12 members in the sample and the 42 percent in HOSM is only 5 members. ATC has a larger percentage assigned to dispatching, SAC has a large number of personnel assigned to HOSM, and both groups appear to have fewer members assigned to squadron operations. All other MAJCOMs appear quite similar with respect to areas of assignment.

Job satisfaction indicators for the MAJCOM groups are presented in Table 31. Generally, there is positive satisfaction for all MAJCOMs. ATC respondents, however, indicate their jobs are less interesting and feel their talents and training are not being used as well as other MAJCOM groups. This is probably due to the rather limited jobs that ATC members perform compared to other MAJCOM groups. Table 30 shows that 39 percent are assigned to dispatching, a job entailing very few tasks. In addition, AFORMS is only used at wing level in ATC. Squadron level personnel, therefore, do not have the opportunity to use a computer system and are more limited than their counterparts in other MAJCOMs. Functional managers need to consider the way AFSC 271X2 personnel

TABLE 27

TASKS NOT MATCHED TO AFSC 27132 CDC HAVING MORE THAN 20
PERCENT OF FIRST-ENLISTMENT MEMBERS PERFORMING

| TASK | PERCENT MEMBERS PERFORMING | | | TE* | TD** |
|---|-------------------------------|-----------------------|--|------|------|
| | 1ST JOB (N=146) | 1ST ENL (N=427) | | | |
| H205 EXTRACT INFORMATION FROM IFRS | 25 | 21 | | 6.46 | 4.44 |
| F159 REQUEST DATA DISPLAYS UTILIZING CRT TERMINALS OR PRINTERS | 47 | 47 | | 6.37 | 5.03 |
| H188 AUDIT INDIVIDUAL FLIGHT RECORDS | 30 | 26 | | 6.37 | 5.93 |
| L304 PERFORM FILES MAINTENANCE USING A VIDEO DISPLAY TERMINAL (VDT) OR CATHODE RAY TUBE (CRT) FOR AIRCREW TRAINING | 28 | 28 | | 6.26 | 5.63 |
| L306 PERFORM FILES MAINTENANCE USING A VDT OR CRT FOR FLYING HOURS | 24 | 22 | | 6.18 | 5.65 |
| L305 PERFORM FILES MAINTENANCE USING A VDT OR CRT FOR RESOURCE MANAGEMENT | 23 | 22 | | 6.12 | 5.69 |
| F158 RECEIVE OR CORRECT HISTORICAL DATA UTILIZING CATHODE RAY TUBE (CRT) TERMINALS/PRINTERS | 38 | 39 | | 5.63 | 5.18 |
| H214 INPUT DNIF DATES INTO SYSTEMS | 27 | 23 | | 5.61 | 3.49 |
| H206 FILE AF FORMS 369 (AFORMS AIRCREW/MISSION FLIGHT DATA DOCUMENT) | 34 | 35 | | 5.58 | 3.28 |
| H191 COMPLETE RESOURCE MANAGEMENT PORTION OF IN-PROCESSING CHECKLISTS | 25 | 21 | | 5.49 | 4.77 |
| F154 POST FLIGHT SCHEDULES | 50 | 52 | | 5.39 | 3.15 |
| F150 INTERPRET FLIGHT ORDERS | 28 | 28 | | 4.77 | 4.23 |
| F139 CONFIRM SCHEDULED FLIGHT DEVIATIONS | 38 | 46 | | 3.98 | 4.34 |
| F144 DRIVE GOVERNMENT MOTOR VEHICLES | 36 | 41 | | 3.18 | 1.91 |
| A3 CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS | 36 | 36 | | 2.07 | 4.17 |

* Mean TE = 2.76, SD = 1.72

** Mean TD = 5.00, SD = 1.00

TABLE 28

AVERAGE PERCENT TIME SPENT PERFORMING DUTIES BY MAJCOM GROUPS*
(RELATIVE PERCENT TIME)

| DUTY | TAC (N=502) | MAC (N=339) | SAC (N=282) | ATC (N=178) | USAFE (N=143) | PACAF (N=73) | AFSC (N=40) | AAC (N=23) | AFLC (N=12) |
|---|----------------|----------------|----------------|----------------|------------------|-----------------|----------------|---------------|----------------|
| A. ORGANIZING AND PLANNING | 18 | 18 | 18 | 22 | 17 | 16 | 17 | 16 | 10 |
| B. DIRECTING AND IMPLEMENTING | 15 | 15 | 15 | 14 | 13 | 15 | 12 | 16 | 11 |
| C. EVALUATING AND INSPECTING | 4 | 4 | 4 | 3 | 4 | 4 | 3 | 4 | 2 |
| D. TRAINING | 5 | 5 | 6 | 7 | 5 | 4 | 6 | 6 | 2 |
| E. PERFORMING GENERAL ADMINISTRATION FUNCTIONS | 4 | 5 | 4 | 2 | 5 | 5 | 3 | 5 | 4 |
| F. PERFORMING SQUADRON OPERATIONS FUNCTIONS | 18 | 19 | 14 | 29 | 20 | 22 | 18 | 16 | 7 |
| G. PERFORMING REPORTING FUNCTIONS | 3 | 3 | 3 | 2 | 3 | 2 | 2 | 2 | 2 |
| H. PERFORMING FLIGHT RECORDS AND RESOURCE MANAGEMENT FUNCTIONS | 19 | 15 | 22 | 11 | 17 | 20 | 20 | 22 | 48 |
| I. PERFORMING DISPATCHING FUNCTIONS | - | 1 | - | - | 3 | - | 1 | 1 | 1 |
| J. PERFORMING FLIGHT SCHEDULING FUNCTIONS | 6 | 6 | 6 | 6 | 7 | 5 | 9 | 6 | 3 |
| K. PERFORMING FLIGHT PLANNING FUNCTIONS | 1 | 2 | - | 1 | 3 | 1 | 2 | 2 | 3 |
| L. PERFORMING DATA BASE MANAGEMENT FUNCTIONS | 6 | 7 | 7 | 3 | 3 | 5 | 5 | 4 | 6 |

- Denotes less than one percent

* Columns may not add up to 100 percent due to rounding

TABLE 29

SELECTED BACKGROUND DATA FOR AFSC 271X2 MAJCOM GROUPS*

| | TAC | MAC | SAC | ATC | USAFE | PACAF | AFSC | AAC | AFLC |
|--------------------------------|------|------|------|-----|-------|-------|------|------|------|
| NUMBER IN MAJCOM | 502 | 339 | 282 | 178 | 143 | 73 | 40 | 23 | 12 |
| AVERAGE NUMBER TASKS PERFORMED | 58 | 55 | 52 | 31 | 64 | 56 | 59 | 56 | 78 |
| DAFSC DISTRIBUTION (PERCENT) | | | | | | | | | |
| 27132 | 12% | 11% | 13% | 12% | 6% | 1% | 10% | 4% | - |
| 27152 | 48% | 44% | 45% | 57% | 43% | 59% | 37% | 61% | 67% |
| 27172 | 35% | 39% | 38% | 28% | 46% | 38% | 47% | 30% | 33% |
| 27192 | 4% | 5% | 4% | 2% | 4% | - | 5% | 4% | - |
| AVERAGE MONTHS IN SERVICE | | | | | | | | | |
| 50 | 108 | 121 | 120 | 105 | 128 | 120 | 132 | 121 | 112 |
| AVERAGE MONTHS IN CAREER FIELD | 70 | 79 | 72 | 71 | 84 | 83 | 99 | 83 | 74 |
| PERCENT FIRST ENLISTMENT | | | | | | | | | |
| PERCENT SUPERVISING | 30% | 25% | 25% | 28% | 20% | 22% | 20% | 39% | 24% |
| | 41% | 36% | 35% | 28% | 41% | 36% | 35% | 52% | 17% |
| JOB DIFFICULTY INDEX (JDI) | | | | | | | | | |
| | 13.4 | 13.3 | 13.1 | 9.1 | 14.0 | 13.4 | 14.0 | 13.3 | 14.3 |

- Denotes less than 1 percent

* Columns may not add up to 100 percent due to rounding

TABLE 30

AREA OF ASSIGNMENT INDICATED BY AFSC 271X2 MAJCOM GROUPS*
(PERCENT MEMBERS RESPONDING)

| DUTY | TAC (N=502) | MAC (N=339) | SAC (N=282) | ATC (N=178) | USAF (N=143) | PACAF (N=73) | AFSC (N=40) | AAC (N=23) | AFLC (N=12) |
|--------------------------------|----------------|----------------|----------------|----------------|-----------------|-----------------|----------------|---------------|----------------|
| BASE OPERATIONS | 4 | 1 | - | 4 | 3 | 6 | 8 | 4 | 8 |
| DISPATCHING | 9 | 4 | 1 | 39 | 9 | 8 | 22 | 22 | 8 |
| FLIGHT ACTIVITY SECTION | 12 | 13 | 11 | 7 | 17 | 4 | 12 | 13 | 8 |
| FLIGHT PLANNING | 4 | 8 | 6 | 4 | 8 | 3 | 12 | 4 | 8 |
| FLIGHT RECORDS | 26 | 20 | 38 | 22 | 24 | 18 | 30 | 22 | 17 |
| FLIGHT SCHEDULING | 25 | 29 | 32 | 34 | 27 | 26 | 35 | 26 | 17 |
| GROUP OPERATIONS | 3 | 4 | 2 | - | 3 | - | 2 | - | - |
| HOSH | 19 | 18 | 34 | 12 | 15 | 19 | 20 | 17 | 42 |
| MOBILITY SECTION | 7 | 3 | 1 | - | 5 | 11 | 7 | 4 | - |
| SQUADRON OPERATIONS | 57 | 47 | 26 | 27 | 57 | 59 | 45 | 43 | 25 |
| STANDARDIZATION AND EVALUATION | 8 | 6 | 4 | - | 6 | 4 | 22 | 9 | 8 |
| WING OPERATIONS | 19 | 19 | 20 | 18 | 16 | 14 | 12 | 26 | - |
| OTHER | 5 | 10 | 10 | 8 | 8 | 7 | - | 9 | - |

* More than one area may have been indicated

- Indicates less than 1 percent

TABLE 31

COMPARISON OF JOB SATISFACTION INDICATORS BY MAJCOM GROUPS*
(PERCENT MEMBERS RESPONDING)

| EXPRESSED JOB INTEREST: | TAC (N=502) | MAC (N=339) | SAC (N=282) | ATC (N=178) | USAF (N=143) | PACAF (N=73) | AFSC (N=40) | AAC (N=23) | AFLC (N=12) |
|------------------------------------|----------------|----------------|----------------|----------------|-----------------|-----------------|----------------|---------------|----------------|
| INTERESTING | 62 | 67 | 75 | 47 | 59 | 77 | 75 | 61 | 67 |
| SO-SO | 21 | 18 | 13 | 25 | 14 | 11 | 12 | 22 | 25 |
| DULL | 15 | 12 | 11 | 27 | 26 | 12 | 10 | 13 | 8 |
| PERCEIVED UTILIZATION OF TALENTS: | | | | | | | | | |
| FAIRLY WELL TO PERFECTLY | 70 | 73 | 73 | 57 | 60 | 69 | 72 | 70 | 75 |
| LITTLE OR NOT AT ALL | 30 | 26 | 27 | 42 | 39 | 31 | 27 | 30 | 25 |
| PERCEIVED UTILIZATION OF TRAINING: | | | | | | | | | |
| FAIRLY WELL TO PERFECTLY | 68 | 66 | 69 | 53 | 64 | 73 | 67 | 70 | 92 |
| LITTLE OR NOT AT ALL | 31 | 33 | 30 | 46 | 33 | 27 | 32 | 30 | 8 |
| REENLISTMENT INTENTIONS: | | | | | | | | | |
| YES, OR PROBABLY YES | 67 | 73 | 70 | 66 | 64 | 79 | 67 | 48 | 83 |
| NO, OR PROBABLY NO | 21 | 16 | 17 | 26 | 22 | 14 | 17 | 26 | 8 |
| PLAN TO RETIRE | 10 | 9 | 12 | 8 | 10 | 7 | 10 | 26 | 8 |

* Columns may not add up to 100 percent due to rounding

are being used in ATC and determine if the jobs can be expanded somewhat. It is conceivable that entry-level training ATC personnel may receive would not be used, and be a waste of training resources.

ANALYSIS OF CONUS VERSUS OVERSEAS GROUPS

A comparison was made between tasks performed and background data of 571 CONUS and 184 overseas AFSC 27152 personnel. Overall, the two groups are quite similar. Table 32 shows average time spent performing duties is nearly the same for both groups. The overseas personnel, however, have a broader job as they perform more tasks (an average of 55 compared to an average of 42 by the CONUS group). Table 33 lists the specific tasks that best differentiate between the groups. Most of the tasks listed are squadron operations functions performed by a higher percentage of the overseas members. There are several other tasks performed by more CONUS personnel, but the differences in percent members performing between groups is less than 10 percent.

Background data and job satisfaction indicators are quite similar for the two groups. Overseas members have a few more months average TAFMS, do slightly less supervising, and perceive their talents being used less. Any entry-level training would be appropriate for personnel assigned either CONUS or overseas.

WRITE-IN COMMENTS

Respondents are invited to write comments related to their jobs in the back of the inventory booklets. Often this information is used to develop future inventories or document problems in the career field. In this survey, 680 respondents had additional comments.

Two hundred and six respondents wrote in the name of the computer system they use in their job. Twenty-five systems were listed, in addition to the four included in the inventory. Another 94 respondents sent in job titles or duty areas that were not on the inventory. Fifteen respondents expressed the need for a resident training school.

The next largest group was 54 respondents (3 percent of the sample) who expressed job dissatisfaction. The most common complaint was of being used for non-271X2 duties. The next most common was of being assigned to only one area and not being exposed to the total career field. The following are representative of the comments received about job satisfaction:

...being a 27152, I know I am extremely qualified to be a janitor, painter, taxi driver, or a grounds keeper...

TABLE 32

AVERAGE PERCENT TIME SPENT PERFORMING DUTIES BY
CONUS/OVERSEAS GROUPS
(RELATIVE PERCENT TIME)

| <u>DUTY</u> | <u>CONUS (N=571)</u> | <u>OVERSEAS (N=187)</u> |
|---|--------------------------|-----------------------------|
| A. ORGANIZING AND PLANNING | 18 | 15 |
| B. DIRECTING AND IMPLEMENTING | 10 | 11 |
| C. EVALUATING AND INSPECTING | 2 | 2 |
| D. TRAINING | 4 | 3 |
| E. PERFORMING GENERAL ADMINISTRATION FUNCTIONS | 4 | 5 |
| F. PERFORMING SQUADRON OPERATIONS FUNCTIONS | 23 | 25 |
| G. PERFORMING REPORTING FUNCTIONS | 3 | 3 |
| H. PERFORMING FLIGHT RECORDS AND RESOURCE MANAGEMENT FUNCTIONS | 20 | 18 |
| I. PERFORMING DISPATCHING FUNCTIONS | 1 | 2 |
| J. PERFORMING FLIGHT SCHEDULING FUNCTIONS | 7 | 7 |
| K. PERFORMING FLIGHT PLANNING FUNCTIONS | 1 | 2 |
| L. PERFORMING DATA BASE MANAGEMENT FUNCTIONS | 6 | 4 |

* Columns may not add to 100 percent due to rounding

TABLE 33

TASKS WHICH BEST DIFFERENTIATE BETWEEN 27152 CONUS AND OVERSEAS PERSONNEL
(PERCENT MEMBERS PERFORMING)

| TASKS | CONUS (N=571) | OVERSEAS (N=187) | DIFF |
|--|------------------|---------------------|------|
| F133 ARRANGE FOR AIRCREW TRANSPORTATION TO OR FROM AIRCRAFT | 17 | 40 | -23 |
| E120 DESTROY OR WITNESS DESTRUCTION OF CLASSIFIED MATERIALS | 21 | 43 | -22 |
| F154 POST FLIGHT SCHEDULES | 43 | 61 | -18 |
| F156 PREPARE AND MAINTAIN FLIGHT AUTHORIZATIONS | 39 | 57 | -18 |
| F155 POST WEATHER INFORMATION | 23 | 41 | -18 |
| E122 FILE OR UPDATE MANUALS, REGULATIONS, OR OTHER PUBLICATIONS | 33 | 50 | -17 |
| A5 COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES | 30 | 47 | -17 |
| E117 BUILD OR MAINTAIN DEPLOYMENT KITS | 15 | 32 | -17 |
| I259 NOTIFY FAMILIES OF CREWMEMBERS OF FLIGHT ARRIVAL TIME | 12 | 28 | -16 |
| F144 DRIVE GOVERNMENT MOTOR VEHICLES | 33 | 49 | -16 |
| K297 POST NOTICES TO AIRMEN (NOTAM) | 17 | 32 | -15 |
| E129 PREPARE OR SIGN CERTIFICATES FOR DESTRUCTION OF CLASSIFIED MATERIALS | 10 | 25 | -15 |
| F139 CONFIRM DAILY SCHEDULED FLIGHT DEVIATIONS | 38 | 53 | -15 |
| F153 POST CHANGES TO DAILY FLIGHT SCHEDULES | 48 | 63 | -15 |
| A6 DESIGN STATUS BOARDS | 18 | 33 | -15 |

- ...I feel after 12 years I should be utilized in a much better way than at present. I spend 99% of my time outside my career field...
- ...I spend approximately 2/3 of my time performing additional duties...
- ...about half the time my work is either sitting the duty desk or driving aircrews to and from the flightline...
- ...I've worked eight years in this career field and finally got the job on which most of the WAPS test is based - Flight Records...
- ...Most of the (inventory) items listed I've never been exposed to nor do I ever foresee any chance of seeing at this base...
- ...we at squadron level do nothing which is in relation to our WAPS tests...

These comments might suggest reasons for the low job satisfaction indicators. Functional managers need to examine how AFSC 271X2 personnel are being used to determine if there is any way of expanding the scope of the jobs being performed and provide broader experience in the career ladder jobs. This, coupled with the Category B training mandated by HQ USAF/DPPT, should hopefully reduce the high degree of diversity and expressed dissatisfaction.

COMPARISON TO PREVIOUS SURVEY

Results of this survey were compared to those of the previous Occupational Survey Report, AFPT 90-27X-072, dated May 1979. This comparison is useful in identifying changes in the career field such as due to new missions, changes in management policies, and introduction of new equipment. Attention was paid to career ladder structure (specialty jobs) and to job satisfaction indicators for the various TAFMS groups.

The previous job inventory and Occupational Survey Report were done on the combined 271X1, 271X2, and 274X0 career ladders. There were almost twice as many 271X2 respondents in the current survey (1,630 respondents versus 839 in 1979). The 1,630 respondents in the present study account for 76 percent of the assigned members, as compared to only 40 percent represented in 1979.

There was very little change in the career ladder structure between surveys. The 271X2 career ladder was again identified as being very diverse, with many small groups performing very few tasks. Also, there continues to be an overall low percentage of members performing tasks. Three- and 5-skill

level personnel were again found to do essentially the same job. Seven-skill level personnel still perform many technical duties, as well as supervisory and administrative tasks, and 9-skill level personnel continue to spend most of their time managing.

As shown in Table 34, the present analysis was able to identify more specific jobs than the last survey. The Operations Personnel and Flight Records Personnel Clusters are similar for both analyses. Other jobs identified in the current analysis are more definitive with respect to time spent in duties and tasks performed.

The AFSC 271X2 personnel assigned to TAC, MAC, SAC, and ATC in 1985 perform a higher average number of tasks than those in 1979. ATC had more 3-skill level personnel and less 5-skill levels than before. These AFSC 271X2 personnel in the MAJCOMs in 1985 had approximately 2 years more experience in the career ladder than before, and more time in the service. There were fewer first-term airmen in these MAJCOMs than in 1979. The average grade for members assigned to these MAJCOMs in 1979 was E-4, while it had increased to E-5 in TAC, MAC, and SAC in the 1985 survey.

The basic job structure has not changed in 6 years. Responsibilities of the personnel are the same, even with the introduction of AFORMS. This system has only automated the tasks previously done by hand. The career ladder continues to be very diverse, with many small groups of people performing relatively few tasks. As shown in Table 35, job satisfaction has increased somewhat with respect to use of training and talents. There has been, however, a dramatic increase in reenlistment intentions for first-term personnel.

IMPLICATIONS

This survey was conducted to determine if the advent of AFORMS has created a group of common tasks which should be included in either a resident training course or a revision of the 3-skill level CDC. Overall, the career field is very diverse, as evidenced by only 5 tasks performed by more than 50 percent of the 1-48 month TAFMS members. In addition, only 21 other tasks are performed by more than 30 percent of the 1-48 months TAFMS members, and only 68 tasks are rated high in TE. HQ USAF IPT has mandated a category B course to begin first quarter FY87. Since AFORMS tasks are among those with low percent members performing, decisions on the development of resident course and CDC content should be based on training emphasis data, as well as percent members performing.

Jobs of AFSC 271X2 personnel need to be expanded to include more operations resources management responsibilities. Functional managers need to determine why AFSC 271X2 personnel are performing so few tasks and if training would expand the scope of the jobs. Also, efforts should be made to expose personnel to more aspects of the career ladder.

The STS should be reviewed with particular attention to the following sections to determine if they need to remain: aircrew evaluations, interfaces, parachutists data, aviation service, aircrew training, and ground training schedules. Tasks not referenced to both the STS and CDC should be reviewed as they may suggest areas of knowledge and performance that should be included. These tasks may also suggest content for an entry-level course.

TABLE 34

COMPARISON OF PREVIOUS AND CURRENT OSR JOB GROUPS

1979 CLUSTERS AND INDEPENDENT
JOB TYPES - AFSC 271X2

AIR OPERATIONS PERSONNEL
 FLIGHT RECORDS PERSONNEL
 TRAINING SCHEDULERS
 MISSION COORDINATORS
 OPERATIONS SYSTEMS MANAGEMENT
 CLERKS
 AIRLIFT MISSION MONITORS
 WING LEVEL ADMINISTRATORS
 GENERAL AIR OPERATIONS
 SPECIALISTS

1985 CLUSTERS AND INDEPENDENT
JOB TYPES - AFSC 271X2

OPERATIONS PERSONNEL
 FLIGHT RECORDS PERSONNEL
 GROUND TRAINING PERSONNEL
 MISSION SCHEDULERS
 SQUADRON FLIGHT MANAGEMENT
 CLERKS
 FLIGHT RESOURCE PERSONNEL
 WING LEVEL SCHEDULERS
 SQUADRON OPERATIONS SUPER-
 VISORS
 GENERAL ADMINISTRATORS

TABLE 35

COMPARISON OF JOB SATISFACTION DATA FOR VARIOUS 271X2
 ENLISTMENT GROUPS IN THE 1979 AND 1985 SURVEYS
 (PERCENT MEMBERS RESPONDING)

| | 1ST ENL | | 2D ENL | | CAREER | |
|------------------------------------|---------|------|--------|------|--------|------|
| | 1979 | 1985 | 1979 | 1985 | 1979 | 1985 |
| FIND JOB INTERESTING | 61 | 55 | 65 | 75 | 85 | 95 |
| TALENTS USED AT LEAST FAIRLY WELL | 57 | 64 | 56 | 65 | 56 | 72 |
| TRAINING USED AT LEAST FAIRLY WELL | 58 | 73 | 50 | 60 | 45 | 66 |
| PLAN TO REENLIST | 42 | 63 | 66 | 68 | 73 | 72 |

APPENDIX A

SELECTED REPRESENTATIVE TASKS PERFORMED BY
CAREER LADDER STRUCTURE GROUPS

TABLE A1

GROUP ID NUMBER AND TITLE: GRP017, WING LEVEL ADMINISTRATOR CLUSTER
 GROUP SIZE: 173 PERCENT OF SAMPLE: 11%
 AVERAGE GRADE: E-5 AVERAGE TICF: 102 MONTHS
 AVERAGE TAFMS: 153 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| TASKS | PERCENT MEMBERS PERFORMING |
|---|----------------------------------|
| A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES | 82 |
| B39 COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS | 73 |
| A3 CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS | 57 |
| B47 DRAFT OR TYPE CORRESPONDENCE OR REPORTS | 55 |
| A5 COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES | 52 |
| B71 WRITE CORRESPONDENCE | 50 |
| B63 REVIEW CORRESPONDENCE OR REPORTS | 45 |
| B38 ATTEND CONFERENCES OR POLICY MEETINGS | 40 |
| A11 DEVELOP WORK METHODS OR PROCEDURES | 39 |
| A9 DEVELOP OR UPDATE ORGANIZATIONAL POLICIES OR PROCEDURES | 36 |
| G170 PREPARE VISUAL AIDS FOR BRIEFINGS | 35 |
| B48 EDIT OR DIRECT EDITING OF REPORTS | 34 |
| A20 ESTABLISH WORK PRIORITIES | 31 |
| E122 FILE OR UPDATE MANUALS, REGULATIONS, OR OTHER PUBLICATIONS | 30 |
| A27 PLAN AND MONITOR SELF-INSPECTION PROCEDURES | 29 |
| A23 MAINTAIN STATUS BOARDS | 28 |
| B59 PREPARE OPERATIONS REPORTS | 27 |
| D96 BRIEF PERSONNEL ON CHANGES IN METHODS OR PROCEDURES | 27 |
| A35 WRITE STAFF STUDIES, SURVEYS, OR SPECIAL REPORTS | 27 |
| D107 OPERATE AUDIOVISUAL EQUIPMENT | 27 |
| B55 INITIATE REQUESTS FOR SUPPLIES OR EQUIPMENT | 27 |
| A13 ESTABLISH AIR OPERATIONS SCHEDULES | 24 |
| E120 DESTROY OR WITNESS DESTRUCTION OF CLASSIFIED MATERIALS | 24 |
| C72 ANALYZE INSPECTION OR OPERATING REPORTS | 23 |
| B46 DRAFT CHANGES TO MANUALS OR PUBLICATIONS | 23 |

TABLE A2

GROUP ID NUMBER AND TITLE: GRP145, WING LEVEL NCOICs
 GROUP SIZE: 33 PERCENT OF SAMPLE: 2%
 AVERAGE GRADE: E-6 AVERAGE TICF: 136 MONTHS
 AVERAGE TAFMS: 193 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| TASKS | PERCENT MEMBERS PERFORMING |
|---|----------------------------------|
| B71 WRITE CORRESPONDENCE | 97 |
| A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES | 94 |
| B39 COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS | 88 |
| B47 DRAFT OR TYPE CORRESPONDENCE OR REPORTS | 88 |
| B63 REVIEW CORRESPONDENCE OR REPORTS | 82 |
| A3 CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS | 79 |
| A9 DEVELOP OR UPDATE ORGANIZATIONAL POLICIES OR PROCEDURES | 73 |
| A5 COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES | 70 |
| B48 EDIT OR DIRECT EDITING OF REPORTS | 67 |
| B38 ATTEND CONFERENCES OR POLICY MEETINGS | 64 |
| A35 WRITE STAFF STUDIES, SURVEYS, OR SPECIAL REPORTS | 58 |
| A20 ESTABLISH WORK PRIORITIES | 55 |
| A11 DEVELOP WORK METHODS OR PROCEDURES | 55 |
| E120 DESTROY OR WITNESS DESTRUCTION OF CLASSIFIED MATERIALS | 52 |
| C72 ANALYZE INSPECTION OR OPERATING REPORTS | 48 |
| B55 INITIATE REQUESTS FOR SUPPLIES OR EQUIPMENT | 48 |
| A30 PLAN OR SCHEDULE WORKLOAD | 45 |
| A27 PLAN AND MONITOR SELF-INSPECTION PROCEDURES | 45 |
| D107 OPERATE AUDIOVISUAL EQUIPMENT | 45 |
| B59 PREPARE OPERATION REPORTS | 42 |
| E122 FILE OR UPDATE MANUALS, REGULATIONS, OR OTHER PUBLICATIONS | 42 |
| A13 ESTABLISH AIR OPERATIONS SCHEDULES | 39 |
| G170 PREPARE VISUAL AIDS FOR BRIEFINGS | 39 |
| E129 PREPARE OR SIGN CERTIFICATES FOR DESTRUCTION OF CLASSIFIED MATERIALS | 39 |
| B43 DIRECT DEVELOPMENT OR MAINTENANCE OF STATUS BOARDS, CHARTS, OR GRAPHS | 39 |

TABLE A3

GROUP ID NUMBER AND TITLE: GRP173, HORM NCOs
 GROUP SIZE: 22 PERCENT OF SAMPLE: 1%
 AVERAGE GRADE: E-7 AVERAGE TICF: 144 MONTHS
 AVERAGE TAFMS: 197 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| TASKS | PERCENT MEMBERS PERFORMING |
|---|----------------------------------|
| A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES | 100 |
| B71 WRITE CORRESPONDENCE | 91 |
| B38 ATTEND CONFERENCES OR POLICY MEETINGS | 91 |
| B47 DRAFT OR TYPE CORRESPONDENCE OR REPORTS | 86 |
| A35 WRITE STAFF STUDIES, SURVEYS, OR SPECIAL REPORTS | 82 |
| B39 COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS | 77 |
| A3 CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS | 77 |
| A27 PLAN AND MONITOR SELF-INSPECTION PROCEDURES | 73 |
| A9 DEVELOP OR UPDATE ORGANIZATIONAL POLICIES OR PROCEDURES | 73 |
| B46 DRAFT CHANGES TO MANUALS OR PUBLICATIONS | 73 |
| A26 MONITOR PUBLICATION REQUIREMENTS | 73 |
| A11 DEVELOP WORK METHODS OR PROCEDURES | 68 |
| C73 CONDUCT INSPECTIONS OR SPOT CHECKS OF AIR OPERATIONS | 64 |
| E122 FILE OR UPDATE MANUALS, REGULATIONS, OR OTHER PUBLICATIONS | 64 |
| D96 BRIEF PERSONNEL ON CHANGES IN METHODS OR PROCEDURES | 64 |
| C72 ANALYZE INSPECTION OR OPERATING REPORTS | 59 |
| B63 REVIEW CORRESPONDENCE OR REPORTS | 59 |
| B48 EDIT OR DIRECT EDITING OF REPORTS | 59 |
| A10 DEVELOP PROCEDURES FOR DISSEMINATING OPERATIONS INFORMATION | 59 |
| H219 INTERPRET AIRCREW TRAINING MANUALS | 50 |
| L304 PERFORM FILES MAINTENANCE USING A VIDEO DISPLAY TERMINAL (VDT) OR CATHODE RAY TUBE (CRT) FOR AIRCREW TRAINING | 50 |
| L318 UPDATE FILES BY ONLINE PROCEDURES | 45 |
| L305 PERFORM FILES MAINTENANCE USING A VDT OR CRT FOR RESOURCE MANAGEMENT | 41 |
| A5 COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES | 41 |
| D95 ATTEND OR PLAN TRAINING MEETINGS | 41 |

TABLE A4

GROUP ID NUMBER AND TITLE: GRP102, WING CURRENT OPERATIONS NCOICs
 GROUP SIZE: 25 PERCENT OF SAMPLE: 1%
 AVERAGE GRADE: E-5 AVERAGE TICF: 68 MONTHS
 AVERAGE TAFMS: 99 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| TASKS | PERCENT MEMBERS PERFORMING |
|---|----------------------------------|
| A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES | 100 |
| B39 COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS | 92 |
| B47 DRAFT OR TYPE CORRESPONDENCE OR REPORTS | 80 |
| G170 PREPARE VISUAL AIDS FOR BRIEFINGS | 76 |
| F136 BREAK DOWN COMPUTER PRODUCTS | 64 |
| B63 REVIEW CORRESPONDENCE OR REPORTS | 52 |
| F134 ASSEMBLE INFORMATION FOR BRIEFINGS | 48 |
| B59 PREPARE OPERATION REPORTS | 48 |
| A3 CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS | 48 |
| A11 DEVELOP WORK METHODS OR PROCEDURES | 48 |
| A5 COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES | 48 |
| E119 COLLATE OR ASSEMBLE REPRODUCTIONS | 44 |
| F139 CONFIRM DAILY SCHEDULED FLIGHT DEVIATIONS | 44 |
| B55 INITIATE REQUESTS FOR SUPPLIES OR EQUIPMENT | 44 |
| A20 ESTABLISH WORK PRIORITIES | 44 |
| C90 VERIFY DATA USED IN PREPARATION OF AIR OPERATIONS REPORTS | 40 |
| B48 EDIT OR DIRECT EDITING OF REPORTS | 40 |
| F144 DRIVE GOVERNMENT MOTOR VEHICLES | 40 |
| H233 PERFORM CALCULATIONS ON FLYING-HOUR DATA AS REQUESTED | 36 |
| F159 REQUEST DATA DISPLAYS UTILIZING CRT TERMINALS/PRINTERS | 36 |
| A22 JUSTIFY FLYING HOUR ALLOCATIONS | 36 |
| F160 REVIEW MISSION ITINERARIES | 36 |
| A13 ESTABLISH AIR OPERATIONS SCHEDULES | 36 |
| D107 OPERATE AUDIOVISUAL EQUIPMENT | 36 |
| F143 DELIVER FLYING SCHEDULES | 36 |

TABLE A5

GROUP ID NUMBER AND TITLE: GRP044, WING OPERATIONS DISPATCHERS
 GROUP SIZE: 38 PERCENT OF SAMPLE: 2%
 AVERAGE GRADE: E-5 AVERAGE TICF: 71 MONTHS
 AVERAGE TAFMS: 115 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| TASKS | PERCENT MEMBERS PERFORMING |
|---|----------------------------------|
| A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES | 79 |
| B39 COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS | 79 |
| A5 COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN SERVICES | 63 |
| A3 CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS | 58 |
| J269 DEVELOP FLIGHT SCHEDULES | 45 |
| A13 ESTABLISH AIR OPERATIONS SCHEDULES | 37 |
| J283 RESERVE SPECIAL USE AIRSPACE | 37 |
| J284 REVIEW ALLOCATED VS FLOWN FLYING HOURS ON A DAILY BASIS | 37 |
| A23 MAINTAIN STATUS BOARDS | 26 |
| G170 PREPARE VISUAL AIDS FOR BRIEFINGS | 26 |
| A22 JUSTIFY FLYING HOUR ALLOCATIONS | 24 |
| J267 CALCULATE AIR REFUELING REQUIREMENTS | 18 |
| F161 SCHEDULE MISSIONS AND PUBLISH FLOW SCHEDULES | 16 |
| E119 COLLATE OR ASSEMBLE REPRODUCTIONS | 16 |
| B47 DRAFT OR TYPE CORRESPONDENCE OR REPORTS | 16 |
| A11 DEVELOP WORK METHODS OR PROCEDURES | 16 |
| H233 PERFORM CALCULATIONS ON FLYING-HOUR DATA AS REQUESTED | 13 |
| F143 DELIVER FLYING SCHEDULES | 13 |
| F141 COORDINATE AIR-TO-AIR REFUELINGS | 11 |
| F159 REQUEST DATA DISPLAYS UTILIZING CRT TERMINALS/PRINTERS | 11 |
| A20 ESTABLISH WORK PRIORITIES | 11 |
| H241 PROVIDE USING AGENCIES WITH FLYING-HOUR DATA | 11 |
| B71 WRITE CORRESPONDENCE | 11 |
| E120 DESTROY OR WITNESS DESTRUCTION OF CLASSIFIED MATERIALS | 11 |
| A27 PLAN AND MONITOR SELF-INSPECTION PROCEDURES | 11 |

TABLE A6

GROUP ID NUMBER AND TITLE: GRP088, WING LEVEL SCHEDULER CLUSTER
 GROUP SIZE: 56 PERCENT OF SAMPLE: 3%
 AVERAGE GRADE: E-5 AVERAGE TICF: 72 MONTHS
 AVERAGE TAFMS: 112 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| TASKS | PERCENT MEMBERS PERFORMING |
|---|----------------------------------|
| A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES | 86 |
| F153 POST CHANGES TO DAILY FLIGHT SCHEDULES | 80 |
| A5 COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES | 75 |
| J269 DEVELOP FLIGHT SCHEDULES | 73 |
| B39 COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS | 73 |
| A13 ESTABLISH AIR OPERATIONS SCHEDULES | 71 |
| F154 POST FLIGHT SCHEDULES | 68 |
| F143 DELIVER FLYING SCHEDULES | 68 |
| A3 CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS | 66 |
| A23 MAINTAIN STATUS BOARDS | 63 |
| F161 SCHEDULE MISSIONS AND PUBLISH FLOW SCHEDULES | 61 |
| A22 JUSTIFY FLYING HOUR ALLOCATIONS | 61 |
| J284 REVIEW ALLOCATED VS FLOWN FLYING HOURS ON A DAILY BASIS | 59 |
| A11 DEVELOP WORK METHODS OR PROCEDURES | 57 |
| B64 SCHEDULE PERSONNEL FOR BRIEFINGS OR ORIENTATIONS | 54 |
| B47 DRAFT OR TYPE CORRESPONDENCE OR REPORTS | 54 |
| F145 IDENTIFY TYPES OF MISSION DEVIATIONS | 50 |
| G170 PREPARE VISUAL AIDS FOR BRIEFINGS | 50 |
| F139 CONFIRM DAILY SCHEDULED FLIGHT DEVIATIONS | 50 |
| F141 COORDINATE AIR-TO-AIR REFUELINGS | 45 |
| B59 PREPARE OPERATION REPORTS | 45 |
| A9 DEVELOP OR UPDATE ORGANIZATIONAL POLICIES OR PROCEDURES | 45 |
| F160 REVIEW MISSION ITINERARIES | 43 |
| A20 ESTABLISH WORK PRIORITIES | 43 |
| A6 DESIGN STATUS BOARDS | 43 |

TABLE A7

GROUP ID NUMBER AND TITLE: GRP301, JUNIOR SCHEDULERS
 GROUP SIZE: 16 PERCENT OF SAMPLE: LESS THAN 1%
 AVERAGE GRADE: E-4 AVERAGE TICF: 44 MONTHS
 AVERAGE TAFMS: 78 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| TASKS | PERCENT MEMBERS PERFORMING |
|---|----------------------------------|
| J269 DEVELOP FLIGHT SCHEDULES | 94 |
| A13 ESTABLISH AIR OPERATIONS SCHEDULES | 88 |
| F161 SCHEDULE MISSIONS AND PUBLISH FLOW SCHEDULES | 88 |
| F153 POST CHANGES TO DAILY FLIGHT SCHEDULES | 81 |
| F143 DELIVER FLYING SCHEDULES | 75 |
| A5 COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES | 75 |
| F154 POST FLIGHT SCHEDULES | 69 |
| B64 SCHEDULE PERSONNEL FOR BRIEFINGS OR ORIENTATIONS | 69 |
| A23 MAINTAIN STATUS BOARDS | 69 |
| A3 CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS | 69 |
| A22 JUSTIFY FLYING HOUR ALLOCATIONS | 63 |
| F162 SCHEDULE STANDARD EVALUATION FLIGHT CHECKS | 56 |
| J283 RESERVE SPECIAL USE AIRSPACE | 56 |
| A6 DESIGN STATUS BOARDS | 56 |
| J284 REVIEW ALLOCATED VS FLOWN FLYING HOURS ON A DAILY BASIS | 50 |
| F141 COORDINATE AIR-TO-AIR REFUELINGS | 50 |
| J285 SCHEDULE AFR 60-1 FLIGHT CHECKS | 50 |
| G170 PREPARE VISUAL AIDS FOR BRIEFINGS | 50 |
| B39 COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS | 50 |
| A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES | 50 |
| H233 PERFORM CALCULATIONS ON FLYING-HOUR DATA AS REQUESTED | 44 |
| J271 MAINTAIN AIRCREW TRAINING INFORMATION | 44 |
| F145 IDENTIFY TYPES OF MISSION DEVIATIONS | 44 |
| F160 REVIEW MISSION ITINERARIES | 44 |
| E132 SCHEDULE RATED AIRCREW MEMBERS FOR ANNUAL INSTRUMENT CHECKS | 44 |

TABLE A8

GROUP ID NUMBER AND TITLE: GRP204, SENIOR SCHEDULERS
 GROUP SIZE: 32 PERCENT OF SAMPLE: 2%
 AVERAGE GRADE: E-5 AVERAGE TICF: 84 MONTHS
 AVERAGE TAFMS: 130 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| TASKS | PERCENT MEMBERS PERFORMING |
|---|----------------------------------|
| A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES | 100 |
| F153 POST CHANGES TO DAILY FLIGHT SCHEDULES | 88 |
| B39 COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS | 88 |
| A5 COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES | 78 |
| F154 POST FLIGHT SCHEDULES | 75 |
| A13 ESTABLISH AIR OPERATIONS SCHEDULES | 75 |
| F143 DELIVER FLYING SCHEDULES | 75 |
| A11 DEVELOP WORK METHODS OR PROCEDURES | 75 |
| J269 DEVELOP FLIGHT SCHEDULES | 72 |
| F139 CONFIRM DAILY SCHEDULED FLIGHT DEVIATIONS | 72 |
| B47 DRAFT OR TYPE CORRESPONDENCE OR REPORTS | 72 |
| A3 CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS | 72 |
| J284 REVIEW ALLOCATED VS FLOWN FLYING HOURS ON A DAILY BASIS | 63 |
| A23 MAINTAIN STATUS BOARDS | 63 |
| A22 JUSTIFY FLYING HOUR ALLOCATIONS | 63 |
| B71 WRITE CORRESPONDENCE | 63 |
| F145 IDENTIFY TYPES OF MISSION DEVIATIONS | 59 |
| B59 PREPARE OPERATION REPORTS | 59 |
| B38 ATTEND CONFERENCES OR POLICY MEETINGS | 59 |
| F161 SCHEDULE MISSIONS AND PUBLISH FLOW SCHEDULES | 56 |
| B63 REVIEW CORRESPONDENCE OR REPORTS | 53 |
| A20 ESTABLISH WORK PRIORITIES | 53 |
| A9 DEVELOP OR UPDATE ORGANIZATIONAL POLICIES OR PROCEDURES | 53 |
| A27 PLAN AND MONITOR SELF-INSPECTION PROCEDURES | 53 |
| A10 DEVELOP PROCEDURES FOR DISSEMINATING OPERATIONS INFORMATION | 53 |

TABLE A9

GROUP ID NUMBER AND TITLE: GRP104, OPERATIONS PERSONNEL CLUSTER
 GROUP SIZE: 314 PERCENT OF SAMPLE: 19%
 AVERAGE GRADE: E-4 AVERAGE TICF: 50 MONTHS
 AVERAGE TAFMS: 72 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| TASKS | PERCENT MEMBERS PERFORMING |
|---|----------------------------------|
| F153 POST CHANGES TO DAILY FLIGHT SCHEDULES | 92 |
| F154 POST FLIGHT SCHEDULES | 91 |
| F156 PREPARE AND MAINTAIN FLIGHT AUTHORIZATIONS | 86 |
| F139 CONFIRM DAILY SCHEDULED FLIGHT DEVIATIONS | 77 |
| F136 BREAK DOWN COMPUTER PRODUCTS | 72 |
| F143 DELIVER FLYING SCHEDULES | 71 |
| F140 CONTROL SIGN-IN AND SIGN-OUT SHEETS | 67 |
| A23 MAINTAIN STATUS BOARDS | 67 |
| H185 AUDIT COMPUTATIONS SHOWN ON AF FORMS 369 (AFORMS AIRCREW/ MISSION FLIGHT DATA DOCUMENT) | 67 |
| A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES | 66 |
| F144 DRIVE GOVERNMENT MOTOR VEHICLES | 66 |
| F165 UPDATE FLIGHT ORDERS | 65 |
| F157 RECEIVE INFORMATION OR NOTIFY INTERESTED AGENCIES OF AIR- CRAFT MAINTENANCE STATUS | 64 |
| F155 POST WEATHER INFORMATION | 62 |
| F159 REQUEST DATA DISPLAYS UTILIZING CRT TERMINAL/PRINTERS | 57 |
| J279 PREPARE OR INTERPRET FLIGHT ORDERS | 57 |
| G169 PREPARE UNIT STATUS AND IDENTITY REPORTS (UNITREP) | 56 |
| B39 COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS | 54 |
| F145 IDENTIFY TYPES OF MISSION DEVIATIONS | 54 |
| E122 FILE OR UPDATE MANUALS, REGULATIONS, OR OTHER PUBLICATIONS | 51 |
| F133 ARRANGE FOR AIRCREW TRANSPORTATION TO OR FROM AIRCRAFT | 50 |
| J274 MAINTAIN FLIGHT CREW INFORMATION FILE (FCIF) | 48 |
| K297 POST NOTICES TO AIRMEN (NOTAM) | 48 |
| F137 CHANGE OR UPDATE OPERATIONS DISPLAYS PERTINENT TO AIRCREW OPERATIONS | 46 |
| F150 INTERPRET FLIGHT ORDERS | 44 |

TABLE A10

GROUP ID NUMBER AND TITLE: GRP393, FLIGHT MANAGEMENT DISPATCHERS
 GROUP SIZE: 42 PERCENT OF SAMPLE: 3%
 AVERAGE GRADE: E-4 AVERAGE TICF: 38 MONTHS
 AVERAGE TAFMS: 38 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| TASKS | PERCENT MEMBERS PERFORMING |
|--|----------------------------------|
| F153 POST CHANGES TO DAILY FLIGHT SCHEDULES | 100 |
| F154 POST FLIGHT SCHEDULES | 98 |
| F156 PREPARE AND MAINTAIN FLIGHT AUTHORIZATIONS | 93 |
| F139 CONFIRM DAILY SCHEDULED FLIGHT DEVIATIONS | 93 |
| H185 AUDIT COMPUTATIONS SHOWN ON AF FORMS 369 (AFORMS AIRCREW/ MISSION FLIGHT DATA DOCUMENT) | 90 |
| F140 CONTROL SIGN-IN AND SIGN-OUT SHEETS | 88 |
| F143 DELIVER FLYING SCHEDULES | 81 |
| J279 PREPARE OR INTERPRET FLIGHT ORDERS | 79 |
| F157 RECEIVE INFORMATION OR NOTIFY INTERESTED AGENCIES OF AIR- CRAFT MAINTENANCE STATUS | 79 |
| F165 UPDATE FLIGHT ORDERS | 76 |
| J274 MAINTAIN FLIGHT CREW INFORMATION FILE (FCIF) | 74 |
| F155 POST WEATHER INFORMATION | 74 |
| F144 DRIVE GOVERNMENT MOTOR VEHICLES | 71 |
| F136 BREAK DOWN COMPUTER PRODUCTS | 71 |
| K297 POST NOTICES TO AIRMEN (NOTAM) | 69 |
| A23 MAINTAIN STATUS BOARDS | 67 |
| F145 IDENTIFY TYPES OF MISSION DEVIATIONS | 67 |
| E120 DESTROY OR WITNESS DESTRUCTION OF CLASSIFIED MATERIALS | 67 |
| G169 PREPARE UNIT STATUS AND IDENTITY REPORTS (UNITREP) | 64 |
| A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES | 64 |
| B39 COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS | 62 |
| H206 FILE AF FORMS 369 (AFORMS AIRCREW/MISSION FLIGHT DATA DOCUMENT) | 60 |
| E126 ISSUE CHARTS, MAPS, OR OTHER PUBLICATIONS TO AIRCREWS (EXCLUDING TECHNICAL ORDERS OR TRAINING MANUALS) | 60 |
| E122 FILE OR UPDATE MANUALS, REGULATIONS, OR OTHER PUBLICATIONS | 57 |
| F159 REQUEST DATA DISPLAYS UTILIZING CRT TERMINAL/PRINTERS | 57 |

TABLE A11

GROUP ID NUMBER AND TITLE: GRP429, JUNIOR OPERATIONS SUPERVISORS
 GROUP SIZE: 28 PERCENT OF SAMPLE: 2%
 AVERAGE GRADE: E-4 AVERAGE TICF: 52 MONTHS
 AVERAGE TAFMS: 70 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| TASKS | PERCENT MEMBERS PERFORMING |
|---|----------------------------------|
| F153 POST CHANGES TO DAILY SCHEDULES | 96 |
| F154 POST FLIGHT SCHEDULES | 96 |
| F139 CONFIRM DAILY SCHEDULED FLIGHT DEVIATIONS | 93 |
| F156 PREPARE AND MAINTAIN FLIGHT AUTHORIZATIONS | 93 |
| G169 PREPARE UNIT STATUS AND IDENTITY REPORTS (UNITREP) | 89 |
| F140 CONTROL SIGN-IN AND SIGN-OUT SHEETS | 89 |
| F155 POST WEATHER INFORMATION | 89 |
| B37 ASSIGN WORK TO PERSONNEL | 89 |
| A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES | 86 |
| F144 DRIVE GOVERNMENT MOTOR VEHICLES | 79 |
| F136 BREAK DOWN COMPUTER PRODUCTS | 79 |
| A23 MAINTAIN STATUS BOARDS | 79 |
| F143 DELIVER FLYING SCHEDULES | 75 |
| J274 MAINTAIN FLIGHT CREW INFORMATION FILE (FCIF) | 75 |
| A20 ESTABLISH WORK PRIORITIES | 75 |
| F133 ARRANGE FOR AIRCREW TRANSPORTATION TO OR FROM AIRCRAFT | 71 |
| K297 POST NOTICES TO AIRMEN (NOTAM) | 71 |
| B39 COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS | 71 |
| A11 DEVELOP WORK METHODS OR PROCEDURES | 71 |
| H185 AUDIT COMPUTATIONS SHOWN ON AF FORMS 369 (AFORMS AIRCREW/ MISSION FLIGHT DATA DOCUMENT) | 68 |
| F157 RECEIVE INFORMATION OR NOTIFY INTERESTED AGENCIES OF AIR- CRAFT MAINTENANCE STATUS | 68 |
| B42 COUNSEL SUBORDINATES ON PERSONAL OR MILITARY-RELATED PROBLEMS | 68 |
| F145 IDENTIFY TYPES OF MISSION DEVIATIONS | 64 |
| J272 MAINTAIN APPLICABLE NOTICE TO AIRMEN (NOTAM) INFORMATION | 64 |
| J279 PREPARE OR INTERPRET FLIGHT ORDERS | 64 |

TABLE A12

GROUP ID NUMBER AND TITLE: GRP399, SQUADRON OPERATIONS DISPATCHERS
 GROUP SIZE: 69 PERCENT OF SAMPLE: 4%
 AVERAGE GRADE: E-4 AVERAGE TICF: 60 MONTHS
 AVERAGE TAFMS: 52 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| TASKS | PERCENT MEMBERS PERFORMING |
|---|----------------------------------|
| F154 POST FLIGHT SCHEDULES | 97 |
| F153 POST CHANGES TO DAILY FLIGHT SCHEDULES | 97 |
| F139 CONFIRM DAILY SCHEDULED FLIGHT DEVIATIONS | 93 |
| F156 PREPARE AND MAINTAIN FLIGHT AUTHORIZATIONS | 91 |
| F136 BREAK DOWN COMPUTER PRODUCTS | 91 |
| A23 MAINTAIN STATUS BOARDS | 90 |
| A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES | 88 |
| F165 UPDATE FLIGHT ORDERS | 84 |
| F157 RECEIVE INFORMATION OR NOTIFY INTERESTED AGENCIES OF AIR- CRAFT MAINTENANCE STATUS | 83 |
| F143 DELIVER FLYING SCHEDULES | 81 |
| F145 IDENTIFY TYPES OF MISSION DEVIATIONS | 80 |
| H185 AUDIT COMPUTATIONS SHOWN ON AF FORMS 369 (AFORMS AIRCREW/ MISSION FLIGHT DATA DOCUMENT) | 77 |
| B39 COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS | 75 |
| J279 PREPARE OR INTERPRET FLIGHT ORDERS | 74 |
| E122 FILE OR UPDATE MANUALS, REGULATIONS, OR OTHER PUBLICATIONS | 72 |
| A3 CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS | 72 |
| F140 CONTROL SIGN-IN AND SIGN-OUT SHEETS | 71 |
| G167 PREPARE AIRCREW OR AIRCRAFT STATUS REPORTS | 71 |
| F159 REQUEST DATA DISPLAYS UTILIZING CRT TERMINALS/PRINTERS | 70 |
| G169 PREPARE UNIT STATUS AND IDENTITY REPORTS (UNITREP) | 70 |
| F137 CHANGE OR UPDATE OPERATIONS DISPLAYS PERTINENT TO AIRCREW OPERATIONS | 70 |
| F155 POST WEATHER INFORMATION | 70 |
| F144 DRIVE GOVERNMENT MOTOR VEHICLES | 70 |
| J274 MAINTAIN FLIGHT CREW INFORMATION FILE (FCIF) | 68 |
| F133 ARRANGE FOR AIRCREW TRANSPORTATION TO OR FROM AIRCRAFT | 67 |

TABLE A13

GROUP ID NUMBER AND TITLE: GRP269, SQUADRON RECORDS CLERKS
 GROUP SIZE: 37 PERCENT OF SAMPLE: 2%
 AVERAGE GRADE: E-4 AVERAGE TICF: 51 MONTHS
 AVERAGE TAFMS: 70 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| TASKS | PERCENT MEMBERS PERFORMING |
|---|----------------------------------|
| F156 PREPARE AND MAINTAIN FLIGHT AUTHORIZATIONS | 97 |
| F153 POST CHANGES TO DAILY FLIGHT SCHEDULES | 89 |
| L304 PERFORM FILES MAINTENANCE USING A VIDEO DISPLAY TERMINAL (VDT) OR CATHODE RAY TUBE (CRT) FOR AIRCREW TRAINING | 89 |
| F165 UPDATE FLIGHT ORDERS | 89 |
| F159 REQUEST DATA DISPLAYS UTILIZING CRT TERMINALS/PRINTERS | 86 |
| F154 POST FLIGHT SCHEDULES | 86 |
| F136 BREAK DOWN COMPUTER PRODUCTS | 86 |
| J279 PREPARE OR INTERPRET FLIGHT ORDERS | 76 |
| F158 RECEIVE OR CORRECT HISTORICAL DATA UTILIZING CATHODE RAY TUBE (CRT) TERMINALS/PRINTERS | 73 |
| F143 DELIVER FLYING SCHEDULES | 73 |
| H185 AUDIT COMPUTATIONS SHOWN ON AF FORMS 369 (AFORMS AIRCREW/ MISSION FLIGHT DATA DOCUMENT) | 70 |
| F150 INTERPRET FLIGHT ORDERS | 70 |
| F139 CONFIRM DAILY SCHEDULED FLIGHT DEVIATIONS | 68 |
| L305 PERFORM FILES MAINTENANCE USING A VDT OR CRT FOR RESOURCE MANAGEMENT | 65 |
| F144 DRIVE GOVERNMENT MOTOR VEHICLES | 62 |
| G169 PREPARE UNIT STATUS AND IDENTITY REPORTS (UNITREP) | 62 |
| A23 MAINTAIN STATUS BOARDS | 59 |
| F137 CHANGE OR UPDATE OPERATIONS DISPLAYS PERTINENT TO AIRCREW OPERATIONS | 59 |
| A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES | 59 |
| F160 REVIEW MISSION ITINERARIES | 57 |
| L306 PERFORM FILES MAINTENANCE USING A VDT OR CRT FOR FLYING HOURS | 51 |
| B39 COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS | 51 |
| B151 LOCATE PERSONNEL DURING EMERGENCIES | 51 |
| F133 ARRANGE FOR AIRCREW TRANSPORTATION TO OR FROM AIRCRAFT | 49 |
| L318 UPDATE FILES BY ONLINE PROCEDURES | 46 |

TABLE A14

GROUP ID NUMBER AND TITLE: GRP293, FLIGHT MAINTENANCE DISPATCHERS
 GROUP SIZE: 10 PERCENT OF SAMPLE: 1%
 AVERAGE GRADE: E-3 AVERAGE TICF: 31
 AVERAGE TAFMS: 33

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| TASKS | PERCENT MEMBERS PERFORMING |
|---|----------------------------------|
| F139 CONFIRM DAILY SCHEDULED FLIGHT DEVIATIONS | 100 |
| F140 CONTROL SIGN-IN AND SIGN-OUT SHEETS | 100 |
| B39 COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS | 100 |
| F136 BREAK DOWN COMPUTER PRODUCTS | 100 |
| H185 AUDIT COMPUTATIONS SHOWN ON AF FORMS 369 (AFORMS AIRCREW/ MISSION FLIGHT DATA DOCUMENT) | 90 |
| A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES | 90 |
| F154 POST FLIGHT SCHEDULES | 90 |
| A23 MAINTAIN STATUS BOARDS | 80 |
| F159 REQUEST DATA DISPLAYS UTILIZING CRT TERMINALS/PRINTERS | 80 |
| F153 POST CHANGES TO DAILY FLIGHT SCHEDULES | 80 |
| F143 DELIVER FLYING SCHEDULES | 70 |
| F144 DRIVE GOVERNMENT MOTOR VEHICLES | 70 |
| L318 UPDATE FILES BY ONLINE PROCEDURES | 60 |
| J271 MAINTAIN AIRCREW TRAINING INFORMATION | 60 |
| H233 PERFORM CALCULATIONS ON FLYING-HOUR DATA AS REQUESTED | 60 |
| K297 POST NOTICES TO AIRMEN (NOTAM) | 60 |
| F145 IDENTIFY TYPES OF MISSION DEVIATIONS | 60 |
| F155 POST WEATHER INFORMATION | 60 |
| E122 FILE OR UPDATE MANUALS, REGULATIONS, OR OTHER PUBLICATIONS | 60 |
| F156 PREPARE AND MAINTAIN FLIGHT AUTHORIZATIONS | 60 |
| L304 PERFORM FILES MAINTENANCE USING A VIDEO DISPLAY TERMINAL (VDT) OR CATHODE RAY TUBE (CRT) FOR AIRCREW TRAINING | 50 |
| G169 PREPARE UNIT STATUS AND IDENTITY REPORTS (UNITREP) | 50 |
| F158 RECEIVE OR CORRECT HISTORICAL DATA UTILIZING CATHODE RAY TUBE (CRT) TERMINALS/PRINTERS | 50 |
| B48 EDIT OR DIRECT EDITING OF REPORTS | 40 |
| D106 MAINTAIN TRAINING RECORDS | 40 |

TABLE A15

GROUP ID NUMBER AND TITLE: GRP132, OPERATIONS RESOURCE DISPATCHERS
 GROUP SIZE: 76 PERCENT OF SAMPLE: 5%
 AVERAGE GRADE: E-4 AVERAGE TICF: 44 MONTHS
 AVERAGE TAFMS: 59 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| TASKS | PERCENT MEMBERS PERFORMING |
|---|----------------------------------|
| F153 POST CHANGES TO DAILY FLIGHT SCHEDULES | 95 |
| F154 POST FLIGHT SCHEDULES | 92 |
| F156 PREPARE AND MAINTAIN FLIGHT AUTHORIZATIONS | 88 |
| F139 CONFIRM DAILY SCHEDULED FLIGHT DEVIATIONS | 70 |
| F143 DELIVER FLYING SCHEDULES | 68 |
| F140 CONTROL SIGN-IN AND SIGN-OUT SHEETS | 66 |
| F144 DRIVE GOVERNMENT MOTOR VEHICLES | 59 |
| F157 RECEIVE INFORMATION OR NOTIFY INTERESTED AGENCIES OF AIR- CRAFT MAINTENANCE STATUS | 58 |
| H185 AUDIT COMPUTATIONS SHOWN ON AF FORMS 369 (AFORMS AIRCREW/ MISSION FLIGHT DATA DOCUMENT) | 57 |
| F136 BREAK DOWN COMPUTER PRODUCTS | 55 |
| F155 POST WEATHER INFORMATION | 54 |
| F133 ARRANGE FOR AIRCREW TRANSPORTATION TO OR FROM AIRCRAFT | 51 |
| F165 UPDATE FLIGHT ORDERS | 47 |
| A23 MAINTAIN STATUS BOARDS | 43 |
| F145 IDENTIFY TYPES OF MISSION DEVIATIONS | 43 |
| G169 PREPARE UNIT STATUS AND IDENTITY REPORTS (UNITREP) | 41 |
| F142 COORDINATE FLIGHT SCHEDULE WITH FLIGHT PLANS | 39 |
| F159 REQUEST DATA DISPLAYS UTILIZING CRT TERMINALS/PRINTERS | 37 |
| A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES | 37 |
| H206 FILE AF FORMS 369 (AFORMS AIRCREW/MISSION FLIGHT DATA DOCUMENT) | 36 |
| K297 POST NOTICES TO AIRMEN (NOTAM) | 36 |
| F151 LOCATE PERSONNEL DURING EMERGENCIES | 36 |
| F137 CHANGE OR UPDATE OPERATIONS DISPLAY PERTINENT TO AIRCREW OPERATIONS | 32 |
| J279 PREPARE OR INTERPRET FLIGHT ORDERS | 29 |
| J274 MAINTAIN FLIGHT CREW INFORMATION FILE (FCIF) | 26 |

TABLE A16

GROUP ID NUMBER AND TITLE: GRP080, SQUADRON OPERATIONS SUPERVISOR CLUSTER
 GROUP SIZE: 406 PERCENT OF SAMPLE: 25%
 AVERAGE GRADE: E-6 AVERAGE TICF: 103 MONTHS
 AVERAGE TAFMS: 160 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| TASKS | PERCENT MEMBERS PERFORMING |
|--|----------------------------------|
| B37 ASSIGN WORK TO PERSONNEL | 88 |
| B42 COUNSEL SUBORDINATES ON PERSONAL OR MILITARY-RELATED PROBLEMS | 88 |
| A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES | 87 |
| A11 DEVELOP WORK METHODS OR PROCEDURES | 86 |
| B41 COUNSEL SUBORDINATES ON JOB PROGRESSION OR CAREER DEVELOPMENT | 84 |
| C91 WRITE APRS | 84 |
| D96 BRIEF PERSONNEL ON CHANGES IN METHODS OR PROCEDURES | 84 |
| A20 ESTABLISH WORK PRIORITIES | 83 |
| A16 ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES | 80 |
| D106 MAINTAIN TRAINING RECORDS | 78 |
| B40 CONDUCT SUPERVISORY ORIENTATION OF NEWLY ASSIGNED PERSONNEL | 77 |
| B39 COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS | 77 |
| A3 CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS | 74 |
| B68 SUPERVISE OPERATIONS RESOURCES MANAGEMENT SPECIALISTS (AFSC 27152) | 74 |
| A30 PLAN OR SCHEDULE WORKLOAD | 74 |
| D100 COUNSEL INDIVIDUALS ON TRAINING PROBLEMS OR PROGRESS | 73 |
| A27 PLAN AND MONITOR SELF-INSPECTION PROCEDURES | 70 |
| B38 ATTEND CONFERENCES OR POLICY MEETINGS | 70 |
| B63 REVIEW CORRESPONDENCE OR REPORTS | 70 |
| A34 SCHEDULE LEAVES, PASSES, OR TDY | 70 |
| B71 WRITE CORRESPONDENCE | 67 |
| B53 IMPLEMENT TRAINING PROGRAMS | 66 |
| B47 DRAFT OR TYPE CORRESPONDENCE OR REPORTS | 66 |
| F136 BREAK DOWN COMPUTER PRODUCTS | 65 |
| A9 DEVELOP OR UPDATE ORGANIZATIONAL POLICIES OR PROCEDURES | 64 |

TABLE A17

GROUP ID NUMBER AND TITLE: GRP442, SCHEDULING SUPERVISORS
 GROUP SIZE: 27 PERCENT OF SAMPLE: 2%
 AVERAGE GRADE: E-6 AVERAGE TICF: 132 MONTHS
 AVERAGE TAFMS: 186 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| TASKS | PERCENT MEMBERS PERFORMING |
|--|----------------------------------|
| A5 COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES | 100 |
| B37 ASSIGN WORK TO PERSONNEL | 100 |
| A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES | 96 |
| A3 CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS | 93 |
| B42 COUNSEL SUBORDINATES ON PERSONAL OR MILITARY-RELATED PROBLEMS | 93 |
| B41 COUNSEL SUBORDINATES ON JOB PROGRESSION OR CAREER DEVELOPMENT | 93 |
| A13 ESTABLISH AIR OPERATIONS SCHEDULES | 89 |
| A11 DEVELOP WORK METHODS OR PROCEDURES | 89 |
| B71 WRITE CORRESPONDENCE | 89 |
| A16 ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES | 89 |
| B39 COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS | 85 |
| D96 BRIEF PERSONNEL ON CHANGES IN METHODS OR PROCEDURES | 85 |
| C91 WRITE APRS | 85 |
| A20 ESTABLISH WORK PRIORITIES | 81 |
| B63 REVIEW CORRESPONDENCE OR REPORTS | 78 |
| A9 DEVELOP OR UPDATE ORGANIZATIONAL POLICIES OR PROCEDURES | 78 |
| J269 DEVELOP FLIGHT SCHEDULES | 74 |
| B68 SUPERVISE OPERATIONS RESOURCES MANAGEMENT SPECIALISTS (AFSC 27152) | 74 |
| B47 DRAFT OR TYPE CORRESPONDENCE OR REPORTS | 74 |
| B38 ATTEND CONFERENCES OR POLICY MEETINGS | 74 |
| A34 SCHEDULE LEAVES, PASSES, OR TDY | 74 |
| B40 CONDUCT SUPERVISORY ORIENTATION OF NEWLY ASSIGNED PERSONNEL | 74 |
| A30 PLAN OR SCHEDULE WORKLOAD | 70 |
| B43 DIRECT DEVELOPMENT OR MAINTENANCE OF STATUS BOARDS, CHARTS, OR GRAPHS | 70 |
| B53 IMPLEMENT TRAINING PROGRAMS | 70 |

TABLE A18

GROUP ID NUMBER AND TITLE: GRP490, CURRENT OPERATIONS NCOICs
 GROUP SIZE: 23 PERCENT OF SAMPLE: 1%
 AVERAGE GRADE: E-6 AVERAGE TICF: 106 MONTHS
 AVERAGE TAFMS: 154 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| TASKS | PERCENT MEMBERS PERFORMING |
|--|----------------------------------|
| A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES | 96 |
| D96 BRIEF PERSONNEL ON CHANGES IN METHODS OR PROCEDURES | 96 |
| L304 PERFORM FILES ON CHANGES IN METHODS OR PROCEDURES (VDT) OR CATHODE RAY TUBE (CRT) FOR AIRCREW TRAINING | 91 |
| B37 ASSIGN WORK TO PERSONNEL | 91 |
| A11 DEVELOP WORK METHODS OR PROCEDURES | 91 |
| B39 COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS | 87 |
| A20 ESTABLISH WORK PRIORITIES | 87 |
| B42 COUNSEL SUBORDINATES ON PERSONAL OR MILITARY-RELATED PROBLEMS | 87 |
| B38 ATTEND CONFERENCES OR POLICY MEETINGS | 87 |
| D106 MAINTAIN TRAINING RECORDS | 87 |
| L318 UPDATE FILES BY ONLINE PROCEDURES | 83 |
| B41 COUNSEL SUBORDINATES ON JOB PROGRESSION OR CAREER DEVELOPMENT | 83 |
| B63 REVIEW CORRESPONDENCE OR REPORTS | 78 |
| A27 PLAN AND MONITOR SELF-INSPECTION PROCEDURES | 78 |
| C91 WRITE APRS | 78 |
| B40 CONDUCT SUPERVISORY ORIENTATION OF NEWLY ASSIGNED PERSONNEL | 78 |
| A16 ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES | 74 |
| B53 IMPLEMENT TRAINING PROGRAMS | 74 |
| B71 WRITE CORRESPONDENCE | 74 |
| A30 PLAN OR SCHEDULE WORKLOAD | 74 |
| L305 PERFORM FILES MAINTENANCE USING A VDT OR CRT FOR RESOURCE MANAGEMENT | 70 |
| L317 PREPARE SINGLE FILE AFOLDS RETRIEVALS | 70 |
| D100 COUNSEL INDIVIDUALS ON TRAINING PROBLEMS OR PROGRESS | 70 |
| D98 CONDUCT OJT PROGRAMS | 70 |
| A3 CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS | 70 |

TABLE A19

GROUP ID NUMBER AND TITLE: GRP517, SQUADRON OPERATIONS SUPERVISORS
 GROUP SIZE: 69 PERCENT OF SAMPLE: 4%
 AVERAGE GRADE: E-7 AVERAGE TICF: 126 MONTHS
 AVERAGE TAFMS: 203 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| TASKS | PERCENT MEMBERS PERFORMING |
|--|----------------------------------|
| A16 ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES | 99 |
| B37 ASSIGN WORK TO PERSONNEL | 97 |
| C91 WRITE APRS | 97 |
| B42 COUNSEL SUBORDINATES ON PERSONAL OR MILITARY-RELATED PROBLEMS | 97 |
| B41 COUNSEL SUBORDINATES ON JOB PROGRESSION OR CAREER DEVELOPMENT | 97 |
| A34 SCHEDULE LEAVES, PASSES, OR TDY | 91 |
| B40 CONDUCT SUPERVISORY ORIENTATION OF NEWLY ASSIGNED PERSONNEL | 88 |
| A20 ESTABLISH WORK PRIORITIES | 87 |
| A11 DEVELOP WORK METHODS OR PROCEDURES | 87 |
| B71 WRITE CORRESPONDENCE | 86 |
| C84 EVALUATE TRAINING REQUIREMENTS FOR ASSIGNED AIRMEN | 86 |
| B36 ASSIGN PERSONNEL TO DUTY POSITIONS | 86 |
| D96 BRIEF PERSONNEL ON CHANGES IN METHODS OR PROCEDURES | 86 |
| A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES | 86 |
| D106 MAINTAIN TRAINING RECORDS | 86 |
| A3 CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS | 86 |
| B38 ATTEND CONFERENCES OR POLICY MEETINGS | 84 |
| B53 IMPLEMENT TRAINING PROGRAMS | 83 |
| D94 ASSIGN ON-THE-JOB TRAINING (OJT) TRAINERS OR INSTRUCTORS | 81 |
| A1 ASSIGN SPONSORS FOR NEWLY ASSIGNED PERSONNEL | 81 |
| B63 REVIEW CORRESPONDENCE OR REPORTS | 80 |
| A30 PLAN OR SCHEDULE WORKLOAD | 78 |
| B68 SUPERVISE OPERATIONS RESOURCES MANAGEMENT SPECIALISTS (AFSC 27152) | 78 |
| C76 EVALUATE INDIVIDUALS OR RECOMMEND PROMOTION, DEMOTION, OR RECLASSIFICATION | 78 |
| D100 COUNSEL INDIVIDUALS ON TRAINING PROBLEMS OR PROGRESS | 77 |

TABLE A20

GROUP ID NUMBER AND TITLE: GRP313, GENERAL OPERATIONS SUPERVISORS
 GROUP SIZE: 12 PERCENT OF SAMPLE: 1%
 AVERAGE GRADE: E-6 AVERAGE TICF: 99 MONTHS
 AVERAGE TAFMS: 227 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| TASKS | PERCENT MEMBERS PERFORMING |
|---|----------------------------------|
| C91 WRITE APRS | 100 |
| A20 ESTABLISH WORK PRIORITIES | 83 |
| B42 COUNSEL SUBORDINATES ON PERSONAL OR MILITARY-RELATED PROBLEMS | 83 |
| B37 ASSIGN WORK TO PERSONNEL | 83 |
| B41 COUNSEL SUBORDINATES ON JOB PROGRESSION OR CAREER DEVELOPMENT | 83 |
| D96 BRIEF PERSONNEL ON CHANGES IN METHODS OR PROCEDURES | 83 |
| A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES | 75 |
| B68 SUPERVISE OPERATIONS RESOURCES MANAGEMENT SPECIALISTS (AFSC 27152) | 75 |
| B65 SUPERVISE APPRENTICE OPERATIONS RESOURCES MANAGEMENT SPECIALISTS (AFSC 27132) | 75 |
| A3 CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS | 75 |
| B55 INITIATE REQUESTS FOR SUPPLIES OR EQUIPMENT | 75 |
| B40 CONDUCT SUPERVISORY ORIENTATION OF NEWLY ASSIGNED PERSONNEL | 75 |
| A34 SCHEDULE LEAVES, PASSES, OR TDY | 75 |
| A30 PLAN OR SCHEDULE WORKLOAD | 67 |
| B63 REVIEW CORRESPONDENCE OR REPORTS | 67 |
| A11 DEVELOP WORK METHODS OR PROCEDURES | 67 |
| C86 INDORSE AIRMAN PERFORMANCE REPORTS (APR) | 67 |
| B56 INVENTORY SUPPLIES | 67 |
| D100 COUNSEL INDIVIDUALS ON TRAINING PROBLEMS OR PROGRESS | 67 |
| B39 COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS | 58 |
| A16 ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES | 58 |
| D106 MAINTAIN TRAINING RECORDS | 58 |
| B70 SUPERVISE PERSONNEL WITH AFSCs OTHER THAN 271X2 | 50 |
| B69 SUPERVISE OPERATIONS RESOURCES MANAGEMENT SUPERVISORS (AFSC 27172) | 50 |
| B67 SUPERVISE OPERATIONS RESOURCES MANAGEMENT HELPERS (AFSC 27112) | 50 |

TABLE A21

GROUP ID NUMBER AND TITLE: GRP855, TACTICAL OPERATIONS SUPERVISORS
 GROUP SIZE: 51 PERCENT OF SAMPLE: 3%
 AVERAGE GRADE: E-5 AVERAGE TICF: 88 MONTHS
 AVERAGE TAFMS: 123 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| TASKS | PERCENT MEMBERS PERFORMING |
|---|----------------------------------|
| H185 AUDIT COMPUTATIONS SHOWN ON AF FORMS 369 (AFORMS AIRCREW/ MISSION FLIGHT DATA DOCUMENT) | 98 |
| F156 PREPARE AND MAINTAIN FLIGHT AUTHORIZATIONS | 98 |
| F154 POST FLIGHT SCHEDULES | 96 |
| F139 CONFIRM DAILY SCHEDULED FLIGHT DEVIATIONS | 96 |
| F136 BREAK DOWN COMPUTER PRODUCTS | 96 |
| F153 POST CHANGES TO DAILY FLIGHT SCHEDULES | 94 |
| B37 ASSIGN WORK TO PERSONNEL | 92 |
| D96 BRIEF PERSONNEL ON CHANGES IN METHODS OR PROCEDURES | 92 |
| A11 DEVELOP WORK METHODS OR PROCEDURES | 92 |
| A20 ESTABLISH WORK PRIORITIES | 90 |
| A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES | 88 |
| B42 COUNSEL SUBORDINATES ON PERSONAL OR MILITARY-RELATED PROBLEMS | 88 |
| B41 COUNSEL SUBORDINATES ON JOB PROGRESSION OR CAREER DEVELOPMENT | 88 |
| F140 CONTROL SIGN-IN AND SIGN-OUT SHEETS | 84 |
| B68 SUPERVISE OPERATIONS RESOURCES MANAGEMENT SPECIALISTS (AFSC 27152) | 84 |
| G169 PREPARE UNIT STATUS AND IDENTITY REPORTS (UNITREP) | 84 |
| A30 PLAN OR SCHEDULE WORKLOAD | 84 |
| D100 COUNSEL INDIVIDUALS ON TRAINING PROBLEMS OR PROGRESS | 84 |
| F165 UPDATE FLIGHT ORDERS | 82 |
| D106 MAINTAIN TRAINING RECORDS | 82 |
| B39 COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS | 82 |
| C91 WRITE APRS | 82 |
| F143 DELIVER FLYING SCHEDULES | 78 |
| A16 ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES | 78 |
| D95 ATTEND OR PLAN TRAINING MEETINGS | 78 |

TABLE A22

GROUP ID NUMBER AND TITLE: GRP741, TRAINING SUPERVISORS
 GROUP SIZE: 59 PERCENT OF SAMPLE: 4%
 AVERAGE GRADE: E-6 AVERAGE TICF: 106 MONTHS
 AVERAGE TAFMS: 165 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| TASKS | PERCENT MEMBERS PERFORMING |
|---|----------------------------------|
| D96 BRIEF PERSONNEL ON CHANGES IN METHODS OR PROCEDURES | 98 |
| B42 COUNSEL SUBORDINATES ON PERSONAL OR MILITARY-RELATED PROBLEMS | 98 |
| A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES | 98 |
| A11 DEVELOP WORK METHODS OR PROCEDURES | 97 |
| B37 ASSIGN WORK TO PERSONNEL | 97 |
| B38 ATTEND CONFERENCES OR POLICY MEETINGS | 97 |
| A20 ESTABLISH WORK PRIORITIES | 95 |
| B41 COUNSEL SUBORDINATES ON JOB PROGRESSION OR CAREER DEVELOPMENT | 95 |
| B53 IMPLEMENT TRAINING PROGRAMS | 95 |
| A27 PLAN AND MONITOR SELF-INSPECTION PROCEDURES | 95 |
| B63 REVIEW CORRESPONDENCE OR REPORTS | 93 |
| D100 COUNSEL INDIVIDUALS ON TRAINING PROBLEMS OR PROGRESS | 93 |
| A3 CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS | 93 |
| A30 PLAN OR SCHEDULE WORKLOAD | 92 |
| B40 CONDUCT SUPERVISORY ORIENTATION OF NEWLY ASSIGNED PERSONNEL | 92 |
| B47 DRAFT OR TYPE CORRESPONDENCE OR REPORTS | 92 |
| B39 COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS | 92 |
| B71 WRITE CORRESPONDENCE | 90 |
| C91 WRITE APRS | 90 |
| D106 MAINTAIN TRAINING RECORDS | 90 |
| B61 PREPARE RESPONSES TO INSPECTION REPORTS | 90 |
| A16 ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES | 88 |
| A34 SCHEDULE LEAVES, PASSES, OR TDY | 88 |
| B64 SCHEDULE PERSONNEL FOR BRIEFINGS OR ORIENTATIONS | 88 |
| F136 BREAK DOWN COMPUTER PRODUCTS | 86 |

TABLE A23

GROUP ID NUMBER AND TITLE: GRP538, FLIGHT MANAGEMENT SUPERVISORS
 GROUP SIZE: 33 PERCENT OF SAMPLE: 2%
 AVERAGE GRADE: E-6 AVERAGE TICF: 93 MONTHS
 AVERAGE TAFMS: 181 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| TASKS | PERCENT MEMBERS PERFORMING |
|---|----------------------------------|
| D106 MAINTAIN TRAINING RECORDS | 100 |
| B37 ASSIGN WORK TO PERSONNEL | 97 |
| A11 DEVELOP WORK METHODS OR PROCEDURES | 97 |
| C91 WRITE APRS | 97 |
| F136 BREAK DOWN COMPUTER PRODUCTS | 94 |
| A27 PLAN AND MONITOR SELF-INSPECTION PROCEDURES | 94 |
| L304 PERFORM FILES MAINTENANCE USING A VIDEO DISPLAY TERMINAL (VDT) OR CATHODE RAY TUBE (CRT) FOR AIRCREW TRAINING | 91 |
| B68 SUPERVISE OPERATIONS RESOURCES MANAGEMENT SPECIALISTS (AFSC 27152) | 91 |
| A16 ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES | 91 |
| B42 COUNSEL SUBORDINATES ON PERSONAL OR MILITARY-RELATED PROBLEMS | 91 |
| B41 COUNSEL SUBORDINATES ON JOB PROGRESSION OR CAREER DEVELOPMENT | 91 |
| B40 CONDUCT SUPERVISORY ORIENTATION OF NEWLY ASSIGNED PERSONNEL | 91 |
| A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES | 88 |
| B38 ATTEND CONFERENCES OR POLICY MEETINGS | 88 |
| A26 MONITOR PUBLICATION REQUIREMENTS | 88 |
| D100 COUNSEL INDIVIDUALS ON TRAINING PROBLEMS OR PROGRESS | 88 |
| F156 PREPARE AND MAINTAIN FLIGHT AUTHORIZATIONS | 85 |
| B63 REVIEW CORRESPONDENCE OR REPORTS | 85 |
| B47 DRAFT OR TYPE CORRESPONDENCE OR REPORTS | 85 |
| D96 BRIEF PERSONNEL ON CHANGES IN METHODS OR PROCEDURES | 85 |
| F159 REQUEST DATA DISPLAYS UTILIZING CRT TERMINALS/PRINTERS | 82 |
| B39 COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS | 82 |
| A20 ESTABLISH WORK PRIORITIES | 82 |
| H185 AUDIT COMPUTATIONS SHOWN ON AF FORMS 369 (AFORM AIRCREW/ MISSION FLIGHT DATA DOCUMENT) | 82 |
| A30 PLAN OR SCHEDULE WORKLOAD | 82 |

TABLE A24

GROUP ID NUMBER AND TITLE: GRP466, FLIGHT SCHEDULING SUPERVISORS
 GROUP SIZE: 11 PERCENT OF SAMPLE: 3%
 AVERAGE GRADE: E-5 AVERAGE TICF: 98 MONTHS
 AVERAGE TAFMS: 160 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| TASKS | PERCENT MEMBERS PERFORMING |
|--|----------------------------------|
| F154 POST FLIGHT SCHEDULES | 100 |
| F153 POST CHANGES TO DAILY FLIGHT SCHEDULES | 100 |
| B37 ASSIGN WORK TO PERSONNEL | 100 |
| F139 CONFIRM DAILY SCHEDULED FLIGHT DEVIATIONS | 100 |
| A11 DEVELOP WORK METHODS OR PROCEDURES | 100 |
| B41 COUNSEL SUBORDINATES ON JOB PROGRESSION OR CAREER DEVELOPMENT | 100 |
| B42 COUNSEL SUBORDINATES OR PERSONAL OR MILITARY-RELATED PROBLEMS | 100 |
| F155 POST WEATHER INFORMATION | 91 |
| F144 DRIVE GOVERNMENT MOTOR VEHICLES | 91 |
| A30 PLAN OR SCHEDULE WORKLOAD | 91 |
| C84 EVALUATE TRAINING REQUIREMENTS FOR ASSIGNED AIRMEN | 91 |
| C91 WRITE APRS | 91 |
| D96 BRIEF PERSONNEL ON CHANGES IN METHODS OR PROCEDURES | 91 |
| F157 RECEIVE INFORMATION OR NOTIFY INTERESTED AGENCIES OF AIR- CRAFT MAINTENANCE STATUS | 82 |
| F140 CONTROL SIGN-IN AND SIGN-OUT SHEETS | 82 |
| B68 SUPERVISE OPERATIONS RESOURCES MANAGEMENT SPECIALISTS (AFSC 27152) | 82 |
| A16 ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES | 82 |
| A20 ESTABLISH WORK PRIORITIES | 82 |
| B40 CONDUCT SUPERVISORY ORIENTATION OF NEWLY ASSIGNED PERSONNEL | 82 |
| F156 PREPARE AND MAINTAIN FLIGHT AUTHORIZATIONS | 73 |
| A23 MAINTAIN STATUS BOARDS | 73 |
| F145 IDENTIFY TYPES OF MISSION DEVIATIONS | 73 |
| F133 ARRANGE FOR AIRCREW TRANSPORTATION TO OR FROM AIRCRAFT | 73 |
| K297 POST NOTICES TO AIRMEN (NOTAM) | 73 |
| F143 DELIVER FLYING SCHEDULES | 73 |

TABLE A25

GROUP ID NUMBER AND TITLE: GRP736, MAC CURRENT OPERATIONS SUPERVISORS
 GROUP SIZE: 9 PERCENT OF SAMPLE: LESS THAN 1%
 AVERAGE GRADE: E-6 AVERAGE TICF: 179 MONTHS
 AVERAGE TAFMS: 201 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| TASKS | PERCENT MEMBERS PERFORMING |
|---|----------------------------------|
| A5 COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES | 100 |
| F160 REVIEW MISSION ITINERARIES | 100 |
| B63 REVIEW CORRESPONDENCE OR REPORTS | 100 |
| A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES | 100 |
| J287 SECURE PRIOR APPROVAL FOR LANDING AT DESTINATION STATIONS | 100 |
| A11 DEVELOP WORK METHODS OR PROCEDURES | 100 |
| J266 ARRANGE AIRCRAFT REFUELING AT DESTINATION STATIONS | 100 |
| B71 WRITE CORRESPONDENCE | 100 |
| A3 CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS | 100 |
| F153 POST CHANGES TO DAILY FLIGHT SCHEDULES | 100 |
| E122 FILE OR UPDATE MANUALS, REGULATIONS, OR OTHER PUBLICATIONS | 100 |
| B39 COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS | 89 |
| J264 ARRANGE AIRCRAFT MAINTENANCE AT DESTINATION STATIONS | 89 |
| J265 ARRANGE AIRCRAFT PARKING AT DESTINATION STATIONS | 89 |
| F163 SECURE PRIOR APPROVAL FOR ENROUTE LANDING | 89 |
| B48 EDIT OR DIRECT EDITING OF REPORTS | 89 |
| A27 PLAN AND MONITOR SELF-INSPECTION PROCEDURES | 89 |
| B43 DIRECT DEVELOPMENT OR MAINTENANCE OF STATUS BOARDS, CHARTS, OR GRAPHS | 89 |
| B59 PREPARE OPERATION REPORTS | 89 |
| A23 MAINTAIN STATUS BOARDS | 89 |
| E119 COLLATE OR ASSEMBLE REPRODUCTIONS | 89 |
| B51 IMPLEMENT SECURITY OR SAFETY PROGRAMS | 89 |
| E120 DESTROY OR WITNESS DESTRUCTION OF CLASSIFIED MATERIALS | 89 |
| B61 PREPARE RESPONSES TO INSPECTION REPORTS | 89 |
| C90 VERIFY DATA USED IN PREPARATION OF AIR OPERATIONS REPORTS | 78 |

TABLE A26

GROUP ID NUMBER AND TITLE: GRP721, FLIGHT RECORDS MONITORS
 GROUP SIZE: 9 PERCENT OF SAMPLE: LESS THAN 1%
 AVERAGE GRADE: E-4 AVERAGE TICF: 66 MONTHS
 AVERAGE TAFMS: 86 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| TASKS | PERCENT MEMBERS PERFORMING |
|--|----------------------------------|
| H185 AUDIT COMPUTATIONS SHOWN ON AF FORMS 369 (AFORMS AIRCREW/MISSION FLIGHT DATA DOCUMENT) | 100 |
| F156 PREPARE AND MAINTAIN FLIGHT AUTHORIZATIONS | 100 |
| J279 PREPARE OR INTERPRET FLIGHT ORDERS | 100 |
| F165 UPDATE FLIGHT ORDERS | 100 |
| F157 RECEIVE INFORMATION OR NOTIFY INTERESTED AGENCIES OF AIRCRAFT MAINTENANCE STATUS | 100 |
| H217 INTERPRET AF FORMS 1042 (MEDICAL RECOMMENDATION FOR FLYING OR SPECIAL OPERATIONAL DUTY) | 100 |
| H218 INTERPRET AF FORMS 702 (INDIVIDUAL PHYSIOLOGICAL TRAINING RECORD) | 100 |
| H206 FILE AF FORMS 369 (AFORMS AIRCREW/MISSION FLIGHT DATA DOCUMENT) | 100 |
| H186 AUDIT DAILY FLYING UPDATE SUMMARY | 100 |
| H208 IDENTIFY PHYSICAL QUALIFICATION STATUS FOR DUTY NOT INVOLVING FLYING (DNIF) | 100 |
| H188 AUDIT INDIVIDUAL FLIGHT RECORDS (IFR) | 100 |
| F139 CONFIRM DAILY SCHEDULED FLIGHT DEVIATIONS | 100 |
| H182 AUDIT AF FORMS 1042 (MEDICAL RECOMMENDATION FOR FLYING OR SPECIAL OPERATIONAL DUTY) | 100 |
| H197 CORRECT AIR FORCE OPERATIONS RESOURCE MANAGEMENT SYSTEMS (AFORMS) AUDIT-ERROR LISTS | 100 |
| F159 REQUEST DATA DISPLAYS UTILIZING CRT TERMINALS/PRINTERS | 89 |
| F158 RECEIVE OR CORRECT HISTORICAL DATA UTILIZING CATHODE RAY TUBE (CRT) TERMINALS/PRINTERS | 89 |
| L306 PERFORM FILES MAINTENANCE USING A VDT OR CRT FOR FLYING HOURS | 89 |
| L318 UPDATE FILES BY ON LINE PROCEDURES | 89 |
| H233 PERFORM CALCULATIONS ON FLYING-HOUR DATA AS REQUESTED | 89 |
| F136 BREAK DOWN COMPUTER PRODUCTS | 89 |
| F154 POST FLIGHT SCHEDULES | 89 |
| H216 INPUT PHYSICAL QUALIFICATION INFORMATION INTO AFORMS | 89 |
| F150 INTERPRET FLIGHT ORDERS | 89 |
| H241 PROVIDE USING AGENCIES WITH FLYING-HOUR DATA | 89 |
| H214 INPUT DNIF DATES INTO SYSTEM | 89 |

TABLE A27

GROUP ID NUMBER AND TITLE: GRP371, FLIGHT SCHEDULING SUPERVISORS
 GROUP SIZE: 5 PERCENT OF SAMPLE: LESS THAN 1%
 AVERAGE GRADE: E-5 AVERAGE TICF: 89 MONTHS
 AVERAGE TAFMS: 101 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| TASKS | PERCENT MEMBERS PERFORMING |
|---|----------------------------------|
| B65 SUPERVISE APPRENTICE OPERATIONS RESOURCES MANAGEMENT SPECIALIST (AFSC 27132) | 100 |
| F153 POST CHANGES TO DAILY FLIGHT SCHEDULES | 100 |
| F154 POST FLIGHT SCHEDULES | 100 |
| F156 PREPARE AND MAINTAIN FLIGHT AUTHORIZATIONS | 100 |
| A23 MAINTAIN STATUS BOARDS | 100 |
| B42 COUNSEL SUBORDINATES ON PERSONAL OR MILITARY-RELATED PROBLEMS | 100 |
| B41 COUNSEL SUBORDINATES ON JOB PROGRESSION OR CAREER DEVELOPMENT | 100 |
| D100 COUNSEL INDIVIDUALS ON TRAINING PROBLEMS OR PROGRESS | 100 |
| A16 ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES | 80 |
| C91 WRITE APRS | 80 |
| F139 CONFIRM DAILY SCHEDULED FLIGHT DEVIATIONS | 80 |
| B40 CONDUCT SUPERVISORY ORIENTATION OF NEWLY ASSIGNED PERSONNEL | 80 |
| F140 CONTROL SIGN-IN AND SIGN-OUT SHEETS | 60 |
| A13 ESTABLISH AIR OPERATIONS SCHEDULES | 60 |
| A5 COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES | 60 |
| F145 IDENTIFY TYPES OF MISSION DEVIATIONS | 60 |
| A20 ESTABLISH WORK PRIORITIES | 60 |
| F162 SCHEDULE STANDARD EVALUATION FLIGHT CHECKS | 60 |
| B68 SUPERVISE OPERATIONS RESOURCES MANAGEMENT SPECIALISTS (AFSC 27152) | 60 |
| J285 SCHEDULE AFR 60-1 FLIGHT CHECKS | 60 |
| A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES | 60 |
| A3 CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS | 60 |
| J284 REVIEW ALLOCATED VS FLOWN FLYING HOURS ON A DAILY BASIS | 40 |
| K297 POST NOTICES TO AIRMEN (NOTAM) | 40 |
| B43 DIRECT DEVELOPMENT OR MAINTENANCE OF STATUS BOARDS, CHARTS, OR GRAPHS | 40 |

TABLE A28

GROUP ID NUMBER AND TITLE: GRP275, FLIGHT ACTIVITY SUPERVISORS
 GROUP SIZE: 30 PERCENT OF SAMPLE: 2%
 AVERAGE GRADE: E-5 AVERAGE TICF: 97 MONTHS
 AVERAGE TAFMS: 129 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| TASKS | PERCENT MEMBERS PERFORMING |
|--|----------------------------------|
| B37 ASSIGN WORK TO PERSONNEL | 93 |
| F156 PREPARE AND MAINTAIN FLIGHT AUTHORIZATIONS | 90 |
| F136 BREAK DOWN COMPUTER PRODUCTS | 90 |
| B42 COUNSEL SUBORDINATES ON PERSONAL OR MILITARY-RELATED PROBLEMS | 87 |
| D96 BRIEF PERSONNEL ON CHANGES IN METHODS OR PROCEDURES | 87 |
| D100 COUNSEL INDIVIDUALS ON TRAINING PROBLEMS OR PROGRESS | 80 |
| C91 WRITE APRS | 80 |
| B41 COUNSEL SUBORDINATES ON JOB PROGRESSION OR CAREER DEVELOPMENT | 80 |
| B65 SUPERVISE APPRENTICE OPERATIONS RESOURCES MANAGEMENT . SPECIALIST (AFSC 27132) | 77 |
| F153 POST CHANGES TO DAILY FLIGHT SCHEDULES | 77 |
| F165 UPDATE FLIGHT ORDERS | 77 |
| F154 POST FLIGHT SCHEDULES | 77 |
| A11 DEVELOP WORK METHODS OR PROCEDURES | 77 |
| D106 MAINTAIN TRAINING RECORDS | 73 |
| B68 SUPERVISE OPERATIONS RESOURCES MANAGEMENT SPECIALISTS (AFSC 27152) | 73 |
| A20 ESTABLISH WORK PRIORITIES | 73 |
| F159 REQUEST DATA DISPLAYS UTILIZING CRT TERMINALS/PRINTERS | 70 |
| A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES | 67 |
| G169 PREPARE UNIT STATUS AND IDENTITY REPORTS (UNITREP) | 63 |
| F150 INTERPRET FLIGHT ORDERS | 63 |
| F144 DRIVE GOVERNMENT MOTOR VEHICLES | 63 |
| A16 ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES | 60 |
| B40 CONDUCT SUPERVISORY ORIENTATION OF NEWLY ASSIGNED PERSONNEL | 60 |
| A23 MAINTAIN STATUS BOARDS | 57 |
| A30 PLAN OR SCHEDULE WORKLOAD | 57 |

TABLE A29

GROUP ID NUMBER AND TITLE: GRP576, SQUADRON FLIGHT MANAGEMENT CLERK
INDEPENDENT JOB TYPE

GROUP SIZE: 5
AVERAGE GRADE: E-4
AVERAGE TAFMS: 43 MONTHS

PERCENT OF SAMPLE: LESS THAN 1%
AVERAGE TICF: 37 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| TASKS | PERCENT MEMBERS PERFORMING |
|--|----------------------------------|
| F159 REQUEST DATA DISPLAYS UTILIZING CRT TERMINALS/PRINTERS | 100 |
| L318 UPDATE FILES BY ONLINE PROCEDURES | 100 |
| F136 BREAK DOWN COMPUTER PRODUCTS | 100 |
| F150 INTERPRET FLIGHT ORDERS | 100 |
| H208 IDENTIFY PHYSICAL QUALIFICATION STATUS FOR DUTY NOT INVOLVING FLYING (DNIF) | 100 |
| H217 INTERPRET AF FORMS 1042 (MEDICAL RECOMMENDATION FOR FLYING OR SPECIAL OPERATIONAL DUTY) | 100 |
| H214 INPUT DNIF DATES INTO SYSTEMS | 100 |
| H176 ARRANGE FOR RECEIPT OF AF FORMS 1042 (MEDICAL RECOMMENDATION FOR FLYING OR SPECIAL OPERATIONAL DUTY) | 100 |
| H185 AUDIT COMPUTATIONS SHOWN ON AF FORMS 369 (AFORMS AIRCREW/MISSION FLIGHT DATA DOCUMENT) | 100 |
| B39 COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS | 100 |
| H183 AUDIT AFTO FORMS 781 (AEROSPACE VEHICLE FLIGHT DATA DOCUMENT) | 100 |
| D107 OPERATE AUDIOVISUAL EQUIPMENT | 100 |
| D95 ATTEND OR PLAN TRAINING MEETINGS | 100 |
| D96 BRIEF PERSONNEL ON CHANGES IN METHODS OR PROCEDURES | 100 |
| A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES | 100 |
| B38 ATTEND CONFERENCES OR POLICY MEETINGS | 100 |
| J282 RESEARCH CURRENCY FLYING REQUIREMENTS FOR AIRCREW MEMBERS | 80 |
| F165 UPDATE FLIGHT ORDERS | 80 |
| J279 PREPARE OR INTERPRET FLIGHT ORDERS | 80 |
| L304 PERFORM FILES MAINTENANCE USING A VIDEO DISPLAY TERMINAL (VDT) OR CATHODE RAY TUBE (CRT) FOR AIRCREW TRAINING | 80 |
| H228 MAINTAIN FLIGHT EVALUATION FOLDERS (FEF) | 80 |
| J275 MAINTAIN OR PROCESS AF FORMS 8 (CERTIFICATE OF AIRCREW QUALIFICATION) | 80 |
| L319 UPDATE FILES BY PSEUDO-REMOTE PROCEDURES | 80 |
| H244 RESEARCH RECORDS TO DETERMINE COMPLETION OF TRAINING REQUIREMENTS PRIOR TO PCS OR TDY | 80 |
| G169 PREPARE UNIT STATUS AND IDENTITY REPORTS (UNITREP) | 80 |

TABLE A30

GROUP ID NUMBER AND TITLE: GRP092, FLIGHT RECORDS PERSONNEL CLUSTER
 GROUP SIZE: 77 PERCENT OF SAMPLE: 5%
 AVERAGE GRADE: E-4 AVERAGE TICF: 58 MONTHS
 AVERAGE TAFMS: 87 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| TASKS | PERCENT MEMBERS PERFORMING |
|---|----------------------------------|
| F136 BREAK DOWN COMPUTER PRODUCTS | 91 |
| F159 REQUEST DATA DISPLAYS UTILIZING CRT TERMINALS/PRINTERS | 79 |
| L318 UPDATE FILES BY ONLINE PROCEDURES | 75 |
| A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES | 75 |
| L304 PERFORM FILES MAINTENANCE USING A VIDEO DISPLAY TERMINAL (VDT) OR CATHODE RAY TUBE (CRT) FOR AIRCREW TRAINING | 74 |
| B39 COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS | 66 |
| F158 RECEIVE OR CORRECT HISTORICAL DATA UTILIZING CATHODE RAY TUBE (CRT) TERMINALS/PRINTERS | 57 |
| F156 PREPARE AND MAINTAIN FLIGHT AUTHORIZATIONS | 55 |
| H185 AUDIT COMPUTATIONS SHOWN ON AF FORMS 369 (AFORMS AIRCREW/ MISSION FLIGHT DATA DOCUMENT) | 55 |
| G169 PREPARE UNIT STATUS AND IDENTITY REPORTS (UNITREP) | 51 |
| F165 UPDATE FLIGHT ORDERS | 48 |
| J279 PREPARE OR INTERPRET FLIGHT ORDERS | 47 |
| J282 RESEARCH CURRENCY FLYING REQUIREMENTS FOR AIRCREW MEMBERS | 47 |
| L305 PERFORM FILES MAINTENANCE USING A VDT OR CRT FOR RESOURCE MANAGEMENT | 45 |
| A3 CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS | 45 |
| A11 DEVELOP WORK METHODS OR PROCEDURES | 43 |
| E122 FILE OR UPDATE MANUALS, REGULATIONS, OR OTHER PUBLICATIONS | 39 |
| A20 ESTABLISH WORK PRIORITIES | 36 |
| L317 PREPARE SINGLE FILE AFOLDS RETRIEVALS | 35 |
| F150 INTERPRET FLIGHT ORDERS | 34 |
| L306 PERFORM FILES MAINTENANCE USING A VDT OR CRT FOR FLYING HOURS | 32 |
| D96 BRIEF PERSONNEL ON CHANGES IN METHODS OR PROCEDURES | 31 |
| A23 MAINTAIN STATUS BOARDS | 31 |
| H233 PERFORM CALCULATIONS ON FLYING-HOUR DATA AS REQUESTED | 31 |
| D106 MAINTAIN TRAINING RECORDS | 29 |

TABLE A31

GROUP ID NUMBER AND TITLE: GRP481, RECORDS MONITORS
 GROUP SIZE: 5 PERCENT OF SAMPLE: LESS THAN 1%
 AVERAGE GRADE: E-4 AVERAGE TICF: 60 MONTHS
 AVERAGE TAFMS: 80 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| TASKS | PERCENT MEMBERS PERFORMING |
|---|----------------------------------|
| F159 REQUEST DATA DISPLAYS UTILIZING CRT TERMINALS/PRINTERS | 100 |
| J282 RESEARCH CURRENCY FLYING REQUIREMENTS FOR AIRCREW MEMBERS | 100 |
| F136 BREAK DOWN COMPUTER PRODUCTS | 100 |
| L318 UPDATE FILES BY ONLINE PROCEDURES | 100 |
| L304 PERFORM FILES MAINTENANCE USING A VIDEO DISPLAY TERMINAL (VDT) OR CATHODE RAY TUBE (CRT) FOR AIRCREW TRAINING | 100 |
| H185 AUDIT COMPUTATIONS SHOWN ON AF FORMS 369 (AFORMS AIRCREW/ MISSION FLIGHT DATA DOCUMENT) | 100 |
| A20 ESTABLISH WORK PRIORITIES | 100 |
| B39 COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS | 80 |
| F158 RECEIVE OR CORRECT HISTORICAL DATA UTILIZING CATHODE RAY TUBE (CRT) TERMINALS/PRINTERS | 80 |
| F156 PREPARE AND MAINTAIN FLIGHT AUTHORIZATIONS | 80 |
| A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES | 80 |
| E122 FILE OR UPDATE MANUALS, REGULATIONS, OR OTHER PUBLICATIONS | 80 |
| H233 PERFORM CALCULATIONS ON FLYING-HOUR DATA AS REQUESTED | 80 |
| H191 COMPLETE RESOURCE MANAGEMENT PORTION OF IN-PROCESSING CHECKLISTS | 80 |
| A11 DEVELOP WORK METHODS OR PROCEDURES | 80 |
| H192 COMPLETE RESOURCE MANAGEMENT PORTION OF OUT-PROCESSING CHECKLISTS | 60 |
| B38 ATTEND CONFERENCES OR POLICY MEETINGS | 60 |
| A23 MAINTAIN STATUS BOARDS | 60 |
| A26 MONITOR PUBLICATION REQUIREMENTS | 60 |
| H219 INTERPRET AIRCREW TRAINING MANUALS | 60 |
| A30 PLAN OR SCHEDULE WORKLOAD | 60 |
| B71 WRITE CORRESPONDENCE | 60 |
| B48 EDIT OR DIRECT EDITING OF REPORTS | 60 |
| H181 ASSIGN PROFESSIONAL QUALIFICATION INDEX (PQI) | 60 |
| A3 CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS | 60 |

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OPERATIONS RESOURCES MANAGEMENT CAREER LADDER AFSC
271X2(U) AIR FORCE OCCUPATIONAL MEASUREMENT CENTER
RANDOLPH AFB TX FEB 86

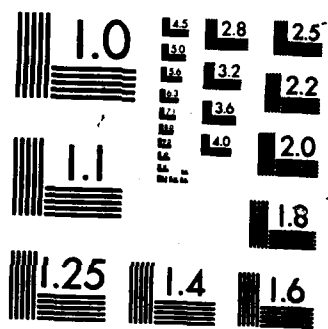
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MICROCOPY RESOLUTION TEST CHART
NATIONAL BUREAU OF STANDARDS-1963-A

TABLE A32

GROUP ID NUMBER AND TITLE: GRP116, SQUADRON LEVEL RECORDS CLERKS
 GROUP SIZE: 33 PERCENT OF SAMPLE: 2%
 AVERAGE GRADE: E-4 AVERAGE TICF: 49 MONTHS
 AVERAGE TAFMS: 80 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| TASKS | PERCENT MEMBERS PERFORMING |
|---|----------------------------------|
| F136 BREAK DOWN COMPUTER PRODUCTS | 94 |
| F156 PREPARE AND MAINTAIN FLIGHT AUTHORIZATIONS | 88 |
| J279 PREPARE OR INTERPRET FLIGHT ORDERS | 79 |
| G169 PREPARE UNIT STATUS AND IDENTITY REPORTS (UNITREP) | 76 |
| F159 REQUEST DATA DISPLAYS UTILIZING CRT TERMINALS/PRINTERS | 73 |
| F165 UPDATE FLIGHT ORDERS | 70 |
| L304 PERFORM FILES MAINTENANCE USING A VIDEO DISPLAY TERMINAL (VDT) OR CATHODE RAY TUBE (CRT) FOR AIRCREW TRAINING | 61 |
| B39 COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS | 61 |
| L318 UPDATE FILES BY ONLINE PROCEDURES | 58 |
| A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES | 55 |
| H185 AUDIT COMPUTATIONS SHOWN ON AF FORMS 369 (AFORMS AIRCREW/ MISSION FLIGHT DATA DOCUMENT) | 52 |
| F150 INTERPRET FLIGHT ORDERS | 48 |
| F158 RECEIVE OR CORRECT HISTORICAL DATA UTILIZING CATHODE RAY TUBE (CRT) TERMINALS/PRINTERS | 48 |
| E122 FILE OR UPDATE MANUALS, REGULATIONS, OR OTHER PUBLICATIONS | 39 |
| J282 RESEARCH CURRENCY FLYING REQUIREMENTS FOR AIRCREW MEMBERS | 33 |
| E120 DESTROY OR WITNESS DESTRUCTION OF CLASSIFIED MATERIALS | 33 |
| L305 PERFORM FILES MAINTENANCE USING A VDT OR CRT FOR RESOURCE MANAGEMENT | 30 |
| F117 BUILD OR MAINTAIN DEPLOYMENT KITS | 30 |
| B47 DRAFT OR TYPE CORRESPONDENCE REPORTS | 30 |
| J271 MAINTAIN AIRCREW TRAINING INFORMATION | 27 |
| D96 BRIEF PERSONNEL ON CHANGES IN METHODS OR PROCEDURES | 27 |
| A3 CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS | 27 |
| F144 DRIVE GOVERNMENT MOTOR VEHICLES | 24 |
| H197 CORRECT AIR FORCE OPERATIONS RESOURCE MANAGEMENT SYSTEMS (AFORMS) AUDIT-ERROR LISTS | 24 |
| B59 PREPARE OPERATION REPORTS | 24 |

TABLE A33

GROUP ID NUMBER AND TITLE: GRP032, FLIGHT RESOURCE PERSONNEL CLUSTER
 GROUP SIZE: 279 PERCENT OF SAMPLE: 17%
 AVERAGE GRADE: E-5 AVERAGE TICF: 77 MONTHS
 AVERAGE TAFMS: 116 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| TASKS | PERCENT MEMBERS PERFORMING |
|--|----------------------------------|
| H188 AUDIT INDIVIDUAL FLIGHT RECORDS (IFR) | 89 |
| H217 INTERPRET AF FORMS 1042 (MEDICAL RECOMMENDATION FOR FLY- ING OR SPECIAL OPERATIONAL DUTY) | 87 |
| H218 INTERPRET AF FORMS 702 (INDIVIDUAL PHYSIOLOGICAL TRAINING RECORD) | 85 |
| H179 ASSIGN AVIATION SERVICE CODES (ASC) | 84 |
| H205 EXTRACT INFORMATION FROM IFRs | 84 |
| H180 ASSIGN FLYING ACTIVITY CATEGORY (FAC) CODES | 82 |
| H185 AUDIT COMPUTATIONS SHOWN ON AF FORMS 369 (AFORMS AIRCREW/ MISSION FLIGHT DATA DOCUMENT) | 82 |
| H182 AUDIT AF FORMS 1042 (MEDICAL RECOMMENDATIONS FOR FLYING OR SPECIAL OPERATIONAL DUTY) | 82 |
| H176 ARRANGE FOR RECEIPT OF AF FORMS 1042 (MEDICAL RECOMMEN- DATION FOR FLYING OR SPECIAL OPERATIONAL DUTY) | 82 |
| H214 INPUT DNIF DATES INTO SYSTEMS | 81 |
| H178 ASSEMBLE FLIGHT RECORDS PACKAGE (FRP) FOR HAND CARRYING BY PERMANENT CHANGE OF STATION (PCS) PERSONNEL | 81 |
| H193 COMPUTE OPERATIONAL FLYING DUTY (OFD) CREDIT | 81 |
| H225 MAINTAIN AF FORMS 702 (INDIVIDUAL PHYSIOLOGICAL TRAINING RECORD) | 80 |
| H200 DETERMINE ASC AND FAC CODES FOR RATED AND NONRATED | 80 |
| H208 IDENTIFY PHYSICAL QUALIFICATION STATUS FOR DUTY NOT INVOLVING FLYING (DNIF) | 79 |
| H233 PERFORM CALCULATIONS ON FLYING-HOUR DATA AS REQUESTED | 79 |
| H191 COMPLETE RESOURCE MANAGEMENT PORTION OF IN-PROCESSING CHECKLISTS | 79 |
| H207 FILE ANNUAL IFRs | 78 |
| H192 COMPLETE RESOURCE MANAGEMENT PORTION OF OUT-PROCESSING CHECKLISTS) | 77 |
| H216 INPUT PHYSICAL QUALIFICATION INFORMATION INTO AFORMS | 75 |
| H232 OPERATE KEYPUNCH EQUIPMENT | 75 |
| H203 EVALUATE ELIGIBILITY FOR INCENTIVE PAY ENTITLEMENTS FOR AVIATION CAREER INCENTIVE PAY (ACIP) | 72 |
| H187 AUDIT HEADQUARTERS OPERATIONS RESOURCES INFORMATION SYSTEMS (HORIS) REPORTS | 71 |

TABLE A34

GROUP ID NUMBER AND TITLE: GRP520, RESOURCE MANAGERS
 GROUP SIZE: 90 PERCENT OF SAMPLE: 5%
 AVERAGE GRADE: E-6 AVERAGE TICF: 122 MONTHS
 AVERAGE TAFMS: 169 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| TASKS | PERCENT MEMBERS PERFORMING |
|--|----------------------------------|
| H188 AUDIT INDIVIDUAL FLIGHT RECORDS (IFR) | 98 |
| H217 INTERPRET AF FORMS 1042 (MEDICAL RECOMMENDATION FOR FLYING OR SPECIAL OPERATIONAL DUTY) | 98 |
| A20 ESTABLISH WORK PRIORITIES | 96 |
| H187 AUDIT HEADQUARTERS OPERATIONS RESOURCES INFORMATION SYSTEMS (HORIS) REPORTS | 96 |
| A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES | 94 |
| H179 ASSIGN AVIATION SERVICE CODES (ASC) | 94 |
| H193 COMPUTE OPERATIONAL FLYING DUTY (OFD) CREDIT | 94 |
| H218 INTERPRET AF FORMS 702 (INDIVIDUAL PHYSIOLOGICAL TRAINING RECORD) | 94 |
| H205 EXTRACT INFORMATION FROM IFRs | 93 |
| H190 ASSIGN FLYING ACTIVITY CATEGORY (FAC) CODES | 93 |
| H176 ARRANGE FOR RECEIPT OF AF FORMS 1042 (MEDICAL RECOMMEN- DATION FOR FLYING OR SPECIAL OPERATIONAL DUTY) | 92 |
| H185 AUDIT COMPUTATIONS SHOWN ON AF FORMS 369 (AFORMS AIRCREW/ MISSION FLIGHT DATA DOCUMENT) | 92 |
| H178 ASSEMBLE FLIGHT RECORDS PACKAGE (FRP) FOR HAND CARRYING BY PERMANENT CHANGE OF STATION (PCS) PERSONNEL | 91 |
| H199 CORRECT PROBLEMS IDENTIFIED BY HORIS RATED REPORT AUDIT | 90 |
| H200 DETERMINE ASC AND FAC CODES FOR RATED AND NONRATED | 90 |
| B39 COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS | 90 |
| B37 ASSIGN WORK TO PERSONNEL | 89 |
| H203 EVALUATE ELIGIBILITY FOR INCENTIVE PAY ENTITLEMENTS FOR AVIATION CAREER INCENTIVE PAY (ACIP) | 89 |
| H191 COMPLETE RESOURCE MANAGEMENT PORTION OF IN-PROCESSING CHECKLISTS | 89 |
| H233 PERFORM CALCULATIONS ON FLYING-HOUR DATA AS REQUESTED | 89 |
| A11 DEVELOP WORK METHODS OR PROCEDURES | 88 |
| H223 INTERPRET THE FLIGHT RECORD MASTER FILE LIST | 88 |
| H182 AUDIT AF FORMS 1042 (MEDICAL RECOMMENDATION FOR FLYING OR SPECIAL OPERATIONAL DUTY) | 88 |
| H192 COMPLETE RESOURCE MANAGEMENT PORTION OF OUT-PROCESSING CHECKLISTS | 88 |
| D96 BRIEF PERSONNEL ON CHANGES IN METHODS OR PROCEDURES | 87 |

TABLE A35

GROUP ID NUMBER AND TITLE: GRP540, FLIGHT DATA CLERKS
 GROUP SIZE: 122 PERCENT OF SAMPLE: 7%
 AVERAGE GRADE: E-4 AVERAGE TICF: 49 MONTHS
 AVERAGE TAFMS: 82 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| TASKS | PERCENT MEMBERS PERFORMING |
|---|----------------------------------|
| H188 AUDIT INDIVIDUAL FLIGHT RECORDS (IFR) | 99 |
| H180 ASSIGN FLYING ACTIVITY CATEGORY (FAC) CODES | 97 |
| H214 INPUT DNIF DATES INTO SYSTEMS | 97 |
| H179 ASSIGN AVIATION SERVICE CODES (ASC) | 95 |
| H218 INTERPRET AF FORMS 702 (INDIVIDUAL PHYSIOLOGICAL TRAINING RECORD) | 95 |
| H200 DETERMINE ASC AND FAC CODES FOR RATED AND NONRATED | 94 |
| H207 FILE ANNUAL IFRs | 94 |
| H225 MAINTAIN AF FORMS 702 (INDIVIDUAL PHYSIOLOGICAL TRAINING RECORD) | 93 |
| H217 INTERPRET AF FORMS 1042 (MEDICAL RECOMMENDATION FOR FLYING OR SPECIAL OPERATIONAL DUTY) | 93 |
| H178 ASSEMBLE FLIGHT RECORDS PACKAGE (FRP) FOR HAND CARRYING BY PERMANENT CHANGE OF STATION (PCS) PERSONNEL | 93 |
| H193 COMPUTE OPERATIONAL FLYING DUTY (OFD) CREDIT | 92 |
| H205 EXTRACT INFORMATION FROM IFRs | 90 |
| H191 COMPLETE RESOURCE MANAGEMENT PORTION OF IN-PROCESSING CHECKLISTS | 89 |
| H182 AUDIT AF FORMS 1042 (MEDICAL RECOMMENDATION FOR FLYING OR SPECIAL OPERATIONAL DUTY) | 89 |
| H185 AUDIT COMPUTATIONS SHOWN ON AF FORMS 369 (AFORMS AIRCREW/MISSION FLIGHT DATA DOCUMENT) | 88 |
| H208 IDENTIFY PHYSICAL QUALIFICATION STATUS FOR DUTY NOT INVOLVING FLYING (DNIF) | 88 |
| H192 COMPLETE RESOURCE MANAGEMENT PORTION OF OUT-PROCESSING CHECKLISTS | 85 |
| H233 PERFORM CALCULATIONS ON FLYING-HOUR DATA AS REQUESTED | 84 |
| H176 ARRANGE FOR RECEIPT OF AF FORMS 1042 (MEDICAL RECOMMENDATION FOR FLYING OR SPECIAL OPERATIONAL DUTY) | 84 |
| H216 INPUT PHYSICAL QUALIFICATION INFORMATION INTO AFORMS | 83 |
| H236 PREPARE AOS FROM AVIATION SERVICE PERIOD SUSPENSE LISTS | 83 |
| H206 FILE AF FORMS 369 (AFORMS AIRCREW/MISSION FLIGHT DATA DOCUMENT) | 83 |
| H203 EVALUATE ELIGIBILITY FOR INCENTIVE PAY ENTITLEMENTS FOR AVIATION CAREER INCENTIVE PAY (ACIP) | 81 |
| H232 OPERATE KEYPUNCH EQUIPMENT | 80 |
| H199 CORRECT PROBLEMS IDENTIFIED BY HORIS RATED REPORT AUDIT | 80 |

TABLE A36

GROUP ID NUMBER AND TITLE: GRP477, FLIGHT MANAGEMENT NCOICs
 GROUP SIZE: 7 PERCENT OF SAMPLE: LESS THAN 1%
 AVERAGE GRADE: E-5 AVERAGE TICF: 91 MONTHS
 AVERAGE TAFMS: 119 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| TASKS | PERCENT MEMBERS PERFORMING |
|---|----------------------------------|
| L318 UPDATE FILES BY ONLINE PROCEDURES | 100 |
| L304 PERFORM FILES MAINTENANCE USING A VIDEO DISPLAY TERMINAL (VDT) OR CATHODE RAY TUBE (CRT) FOR AIRCREW TRAINING | 100 |
| F158 RECEIVE OR CORRECT HISTORICAL DATA UTILIZING CATHODE RAY TUBE (CRT) TERMINALS/PRINTERS | 100 |
| L305 PERFORM FILES MAINTENANCE USING AT VDT OR CRT FOR RESOURCE MANAGEMENT | 100 |
| J273 MAINTAIN CUSTODIAL CONTROL OF AIRCREW RESOURCE MANAGEMENT SYSTEMS | 100 |
| J271 MAINTAIN AIRCREW TRAINING INFORMATION | 100 |
| B39 COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS | 100 |
| A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES | 100 |
| L309 PERFORM FILES MAINTENANCE USING PSEUDO-REMOTE PROCEDURES FOR AIRCREW TRAINING | 100 |
| H185 AUDIT COMPUTATIONS SHOWN ON AF FORMS 369 (AFORMS AIRCREW/ MISSION FLIGHT DATA DOCUMENT) | 100 |
| L317 PREPARE SINGLE FILE AFOLDS RETRIEVALS | 100 |
| L310 PERFORM FILES MAINTENANCE USING PSEUDO-REMOTE PROCEDURES FOR RESOURCE MANAGEMENT | 100 |
| H191 COMPLETE RESOURCE MANAGEMENT PORTION OF IN-PROCESSING CHECKLISTS | 100 |
| D96 BRIEF PERSONNEL ON CHANGES IN METHODS OR PROCEDURES | 100 |
| F159 REQUEST DATA DISPLAYS UTILIZING CRT TERMINAL/PRINTERS | 86 |
| J282 RESEARCH CURRENCY FLYING REQUIREMENTS FOR AIRCREW MEMBERS | 86 |
| L319 UPDATE FILES BY PSEUDO-REMOTE PROCEDURES | 86 |
| H251 ROUTE COPIES OF FLYING CURRENCY LISTINGS TO FLIGHT MANAGERS | 86 |
| B63 REVIEW CORRESPONDENCE OR REPORTS | 86 |
| H233 PERFORM CALCULATIONS ON FLYING-HOUR DATA AS REQUESTED | 86 |
| A20 ESTABLISH WORK PRIORITIES | 86 |
| H205 EXTRACT INFORMATION FROM IFRs | 86 |
| F136 BREAK DOWN COMPUTER PRODUCTS | 86 |
| H232 OPERATE KEYPUNCH EQUIPMENT | 86 |
| H214 INPUT DNIF DATES INTO SYSTEMS | 86 |

TABLE A37

GROUP ID NUMBER AND TITLE: GRP414, FLIGHT MANAGEMENT SUPERINTENDENTS
 GROUP SIZE: 5 PERCENT OF SAMPLE: LESS THAN 1%
 AVERAGE GRADE: E-6 AVERAGE TICF: 135 MONTHS
 AVERAGE TAFMS: 197 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| TASKS | PERCENT MEMBERS PERFORMING |
|---|----------------------------------|
| B37 ASSIGN WORK TO PERSONNEL | 100 |
| H243 PUBLISH AERONAUTICAL ORDERS USING AFORMS USER DEFINED FUNCTIONS (UDF) | 100 |
| A20 ESTABLISH WORK PRIORITIES | 100 |
| C91 WRITE APRS | 100 |
| H199 CORRECT PROBLEMS IDENTIFIED BY HORIS RATED REPORT AUDIT | 80 |
| H187 AUDIT HEADQUARTERS OPERATIONS RESOURCES INFORMATION SYSTEMS (HORIS) REPORTS | 80 |
| H179 ASSIGN AVIATION SERVICE CODES (ASC) | 80 |
| H180 ASSIGN FLYING ACTIVITY CATEGORY (FAC) CODES | 80 |
| B68 SUPERVISE OPERATIONS RESOURCES MANAGEMENT SPECIALISTS (AFSC 27152) | 80 |
| B71 WRITE CORRESPONDENCE | 80 |
| B41 COUNSEL SUBORDINATES ON JOB PROGRESSION OR CAREER DEVELOPMENT | 80 |
| A16 ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES | 80 |
| H190 COMPLETE AVIATION SERVICE AUDIT WORKSHEETS | 80 |
| H233 PERFORM CALCULATIONS ON FLYING-HOUR DATA AS REQUESTED | 80 |
| B42 COUNSEL SUBORDINATES ON PERSONAL OR MILITARY-RATED PROBLEMS | 80 |
| H204 EVALUATE ELIGIBILITY FOR INCENTIVE PAY ENTITLEMENTS FOR HAZARDOUS DUTY INCENTIVE PAY (HDIP) | 80 |
| A11 DEVELOP WORK METHODS OR PROCEDURES | 80 |
| H176 ARRANGE FOR RECEIPT OF AF FORMS 1042 (MEDICAL RECOMMEN- DATION FOR FLYING OR SPECIAL OPERATIONS DUTY) | 80 |
| H203 EVALUATE ELIGIBILITY FOR INCENTIVE PAY ENTITLEMENTS FOR AVIATION CAREER INCENTIVE PAY (ACIP) | 80 |
| A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES | 80 |
| H193 COMPUTE OPERATIONAL FLYING DUTY (OFD) CREDIT | 80 |
| D96 BRIEF PERSONNEL ON CHANGES IN METHODS OR PROCEDURES | 80 |
| H255 UPDATE HORIS REPORTS | 60 |
| H188 AUDIT INDIVIDUAL FLIGHT RECORDS (IFR) | 60 |
| H200 DETERMINE ASC AND FAC CODES FOR RATED AND NONRATED | 60 |

TABLE A38

GROUP ID NUMBER AND TITLE: GRP503, WING LEVEL RECORDS CLERKS
 GROUP SIZE: 9 PERCENT OF SAMPLE: LESS THAN 1%
 AVERAGE GRADE: E-4 AVERAGE TICF: 56 MONTHS
 AVERAGE TAFMS: 55 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| TASKS | PERCENT MEMBERS PERFORMING |
|--|----------------------------------|
| H182 AUDIT AF FORMS 1042 (MEDICAL RECOMMENDATION FOR FLYING OR SPECIAL OPERATIONAL DUTY) | 100 |
| H178 ASSEMBLE FLIGHT RECORDS PACKAGE (FRP) FOR HAND CARRYING BY PERMANENT CHANGE OF STATION (PCS) PERSONNEL | 100 |
| H217 INTERPRET AF FORMS 1042 (MEDICAL RECOMMENDATION FOR FLYING OR SPECIAL OPERATIONAL DUTY) | 89 |
| H218 INTERPRET AF FORMS 702 (INDIVIDUAL PHYSIOLOGICAL TRAINING RECORD) | 89 |
| H176 ARRANGE FOR RECEIPT OF AF FORMS 1042 (MEDICAL RECOMMENDATION FOR FLYING OR SPECIAL OPERATIONAL DUTY) | 89 |
| H225 MAINTAIN AF FORMS 702 (INDIVIDUAL PHYSIOLOGICAL TRAINING RECORD) | 89 |
| H192 COMPLETE RESOURCE MANAGEMENT PORTION OF OUT-PROCESSING CHECKLISTS | 89 |
| L318 UPDATE FILES BY ONLINE PROCEDURES | 78 |
| L159 REQUEST DATA DISPLAYS UTILIZING CRT TERMINALS/PRINTERS | 78 |
| H208 IDENTIFY PHYSICAL QUALIFICATION STATUS FOR DUTY NOT INVOLVING FLYING (DNIF) | 78 |
| F158 RECEIVE OR CORRECT HISTORICAL DATA UTILIZING CATHODE RAY TUBE (CRT) TERMINALS/PRINTERS | 78 |
| H207 FILE ANNUAL IFRs | 78 |
| H206 FILE AF FORMS 369 (AFORMS AIRCREW/MISSION FLIGHT DATA DOCUMENT) | 78 |
| H232 OPERATE KEYPUNCH EQUIPMENT | 78 |
| H214 INPUT DNIF DATES INTO SYSTEMS | 67 |
| H216 INPUT PHYSICAL QUALIFICATION INFORMATION INTO AFORMS | 67 |
| H185 AUDIT COMPUTATIONS SHOWN ON AF FORMS 369 (AFORMS AIRCREW/MISSION FLIGHT DATA DOCUMENT) | 67 |
| H205 EXTRACT INFORMATION FROM IFRs | 67 |
| H233 PERFORM CALCULATIONS ON FLYING-HOUR DATA AS REQUESTED | 67 |
| H188 AUDIT INDIVIDUAL FLIGHT RECORDS (IFR) | 67 |
| F136 BREAK DOWN COMPUTER PRODUCTS | 67 |
| L304 PERFORM FILES MAINTENANCE USING A VIDEO DISPLAY TERMINAL (VDT) OR CATHODE RAY TUBE (CRT) FOR AIRCREW TRAINING | 56 |
| L306 PERFORM FILES MAINTENANCE USING A VDT OR CRT FOR FLYING HOURS | 56 |

TABLE A39

GROUP ID NUMBER AND TITLE: GRP070, GROUND TRAINING CLUSTER
 GROUP SIZE: 44 PERCENT OF SAMPLE: 3%
 AVERAGE GRADE: E-5 AVERAGE TICF: 51 MONTHS
 AVERAGE TAFMS: 101 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| TASKS | PERCENT MEMBERS PERFORMING |
|--|----------------------------------|
| E131 SCHEDULE AIRCREW MEMBERS FOR LIFE SUPPORT CONTINUATION TRAINING | 95 |
| J270 DEVELOP GROUND TRAINING SCHEDULES | 86 |
| E130 SCHEDULE AIRCREW MEMBERS FOR ALTITUDE CHAMBER | 86 |
| H253 SCHEDULE GROUND TRAINING REQUIREMENTS FOR AIRCREW MEMBERS OR AEROMEDICAL PERSONNEL (FLIGHT SURGEON) | 77 |
| B64 SCHEDULE PERSONNEL FOR BRIEFINGS OR ORIENTATIONS | 77 |
| D113 SCHEDULE PERSONNEL FOR MILITARY-RELATED TRAINING | 70 |
| A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES | 70 |
| E132 SCHEDULE RATED AIRCREW MEMBERS FOR ANNUAL INSTRUMENT CHECKS | 66 |
| J271 MAINTAIN AIRCREW TRAINING INFORMATION | 61 |
| L304 PERFORM FILES MAINTENANCE USING A VIDEO DISPLAY TERMINAL (VDT) OR CATHODE RAY TUBE (CRT) FOR AIRCREW TRAINING | 55 |
| A30 PLAN OR SCHEDULE WORKLOAD | 55 |
| L318 UPDATE FILES BY ONLINE PROCEDURES | 52 |
| F159 REQUEST DATA DISPLAYS UTILIZING CRT TERMINALS/PRINTERS | 52 |
| A23 MAINTAIN STATUS BOARDS | 50 |
| A3 CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS | 50 |
| A20 ESTABLISH WORK PRIORITIES | 48 |
| D106 MAINTAIN TRAINING RECORDS | 45 |
| D95 ATTEND OR PLAN TRAINING MEETINGS | 43 |
| A11 DEVELOP WORK METHODS OR PROCEDURES | 41 |
| A5 COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES | 39 |
| B39 COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS | 39 |
| F158 RECEIVE OR CORRECT HISTORICAL DATA UTILIZING CATHODE RAY TUBE (CRT) TERMINAL/PRINTERS | 36 |
| A34 SCHEDULE LEAVES, PASSES, OR TDY | 34 |
| G170 PREPARE VISUAL AIDS FOR BRIEFINGS | 32 |
| L307 PERFORM FILES MAINTENANCE USING A VDT OR CRT FOR SCHEDULING | 32 |

TABLE A40

GROUP ID NUMBER AND TITLE: GRP586, GROUND TRAINING SCHEDULERS
 GROUP SIZE: 7 PERCENT OF SAMPLE: LESS THAN 1%
 AVERAGE GRADE: E-5 AVERAGE TICF: 52 MONTHS
 AVERAGE TAFMS: 123 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| TASKS | PERCENT MEMBERS PERFORMING |
|---|----------------------------------|
| J270 DEVELOP GROUND TRAINING SCHEDULES | 100 |
| A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES | 100 |
| H253 SCHEDULE GROUND TRAINING REQUIREMENTS FOR AIRCREW MEMBERS OR AEROMEDICAL PERSONNEL (FLIGHT SURGEON) | 86 |
| E131 SCHEDULE AIRCREW MEMBERS FOR LIFE SUPPORT CONTINUATION TRAINING | 86 |
| L318 UPDATE FILES BY ONLINE PROCEDURES | 71 |
| B64 SCHEDULE PERSONNEL FOR BRIEFINGS OR ORIENTATIONS | 71 |
| D113 SCHEDULE PERSONNEL FOR MILITARY-RELATED TRAINING | 71 |
| E130 SCHEDULE AIRCREW MEMBERS FOR ALTITUDE CHAMBER | 71 |
| G170 PREPARE VISUAL AIDS FOR BRIEFINGS | 43 |
| J271 MAINTAIN AIRCREW TRAINING INFORMATION | 43 |
| H244 RESEARCH RECORDS TO DETERMINE COMPLETION OF TRAINING REQUIREMENTS PRIOR TO PCS OR TDY | 43 |
| A23 MAINTAIN STATUS BOARDS | 43 |
| E132 SCHEDULE RATED AIRCREW MEMBERS FOR ANNUAL INSTRUMENT CHECKS | 43 |
| A3 CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS | 43 |
| F159 REQUEST DATA DISPLAYS UTILIZING CRT TERMINALS/PRINTERS | 29 |
| L304 PERFORM FILES MAINTENANCE USING A VIDEO DISPLAY TERMINAL (VDT) OR CATHODE RAY TUBE (CRT) FOR AIRCREW TRAINING | 29 |
| D95 ATTEND OR PLAN TRAINING MEETINGS | 29 |
| A5 COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES | 29 |
| L307 PERFORM FILES MAINTENANCE USING A VDT OR CRT FOR SCHEDULING | 29 |
| A34 SCHEDULE LEAVES, PASSES, OR TDY | 14 |
| B55 INITIATE REQUESTS FOR SUPPLIES OR EQUIPMENT | 14 |
| F134 ASSEMBLE INFORMATION FOR BRIEFINGS | 14 |
| F143 DELIVER FLYING SCHEDULES | 14 |
| D106 MAINTAIN TRAINING RECORDS | 14 |
| A13 ESTABLISH AIR OPERATIONS SCHEDULES | 14 |

TABLE A41

GROUP ID NUMBER AND TITLE: GRP457, GROUND TRAINING ADMINISTRATORS
 GROUP SIZE: 24 PERCENT OF SAMPLE: 1%
 AVERAGE GRADE: E-5 AVERAGE TICF: 57 MONTHS
 AVERAGE TAFMS: 100 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| TASKS | PERCENT MEMBERS PERFORMING |
|---|----------------------------------|
| E131 SCHEDULE AIRCREW MEMBERS FOR LIFE SUPPORT CONTINUATION TRAINING | 100 |
| E130 SCHEDULE AIRCREW MEMBERS FOR ALTITUDE CHAMBER | 96 |
| B64 SCHEDULE PERSONNEL FOR BRIEFINGS OR ORIENTATIONS | 96 |
| J270 DEVELOP GROUND TRAINING SCHEDULES | 92 |
| H253 SCHEDULE GROUND TRAINING REQUIREMENTS FOR AIRCREW MEMBERS OR AEROMEDICAL PERSONNEL (FLIGHT SURGEON) | 88 |
| D113 SCHEDULE PERSONNEL FOR MILITARY-RELATED TRAINING | 88 |
| A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES | 88 |
| A30 PLAN OR SCHEDULE WORKLOAD | 83 |
| A20 ESTABLISH WORK PRIORITIES | 79 |
| J271 MAINTAIN AIRCREW TRAINING INFORMATION | 71 |
| F159 REQUEST DATA DISPLAYS UTILIZING CRT TERMINALS/PRINTERS | 71 |
| L304 PERFORM FILES MAINTENANCE USING A VIDEO DISPLAY TERMINAL (VDT) OR CATHODE RAY TUBE (CRT) FOR AIRCREW TRAINING | 71 |
| D106 MAINTAIN TRAINING RECORDS | 71 |
| D95 ATTEND OR PLAN TRAINING MEETINGS | 71 |
| A3 CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS | 71 |
| B39 COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS | 67 |
| A11 DEVELOP WORK METHODS OR PROCEDURES | 67 |
| E132 SCHEDULE RATED AIRCREW MEMBERS FOR ANNUAL INSTRUMENT CHECKS | 63 |
| L318 UPDATE FILES BY ONLINE PROCEDURES | 63 |
| A23 MAINTAIN STATUS BOARDS | 58 |
| B47 DRAFT OR TYPE CORRESPONDENCE OR REPORTS | 58 |
| B53 IMPLEMENT TRAINING PROGRAMS | 54 |
| B71 WRITE CORRESPONDENCE | 54 |
| F158 RECEIVE OR CORRECT HISTORICAL DATA UTILIZING CATHODE RAY TUBE (CRT) TERMINAL/PRINTERS | 50 |
| A5 COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES | 46 |

TABLE A42

GROUP ID NUMBER AND TITLE: GRP024, MISSION SCHEDULING CLUSTER
 GROUP SIZE: 135 PERCENT OF SAMPLE: 8%
 AVERAGE GRADE: E-4 AVERAGE TICF: 55 MONTHS
 AVERAGE TAFMS: 90 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| TASKS | PERCENT MEMBERS PERFORMING |
|--|----------------------------------|
| F153 POST CHANGES TO DAILY FLIGHT SCHEDULES | 80 |
| F154 POST FLIGHT SCHEDULES | 68 |
| A5 COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES | 48 |
| A23 MAINTAIN STATUS BOARDS | 46 |
| F139 CONFIRM DAILY SCHEDULED FLIGHT DEVIATIONS | 44 |
| A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES | 41 |
| F136 BREAK DOWN COMPUTER PRODUCTS | 41 |
| F143 DELIVER FLYING SCHEDULES | 39 |
| A13 ESTABLISH AIR OPERATIONS SCHEDULES | 35 |
| A3 CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS | 30 |
| B39 COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS | 29 |
| J269 DEVELOP FLIGHT SCHEDULES | 27 |
| F140 CONTROL SIGN-IN AND SIGN-OUT SHEETS | 27 |
| F144 DRIVE GOVERNMENT MOTOR VEHICLES | 26 |
| A11 DEVELOP WORK METHODS OR PROCEDURES | 26 |
| F157 RECEIVE INFORMATION OR NOTIFY INTERESTED AGENCIES OF AIR- CRAFT MAINTENANCE STATUS | 23 |
| F142 COORDINATE FLIGHT SCHEDULE WITH FLIGHT PLANS | 21 |
| F160 REVIEW MISSION ITINERARIES | 21 |
| F155 POST WEATHER INFORMATION | 20 |
| F161 SCHEDULE MISSIONS AND PUBLISH FLOW SCHEDULES | 19 |
| F159 REQUEST DATA DISPLAYS UTILIZING CRT TERMINALS/PRINTERS | 17 |
| F145 IDENTIFY TYPES OF MISSION DEVIATIONS | 17 |
| A30 PLAN OR SCHEDULE WORKLOAD | 16 |
| F137 CHANGE OR UPDATE OPERATIONS DISPLAYS PERTINENT TO AIRCREW OPERATIONS | 16 |
| B47 DRAFT OR TYPE CORRESPONDENCE OR REPORTS | 15 |

TABLE A43

GROUP ID NUMBER AND TITLE: GRP117, MISSION SCHEDULERS
 GROUP SIZE: 38 PERCENT OF SAMPLE: 2%
 AVERAGE GRADE: E-4 AVERAGE TICF: 59 MONTHS
 AVERAGE TAFMS: 111 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| TASKS | PERCENT MEMBERS PERFORMING |
|--|----------------------------------|
| F153 POST CHANGES TO DAILY FLIGHT SCHEDULES | 89 |
| F143 DELIVER FLYING SCHEDULES | 82 |
| A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES | 74 |
| A13 ESTABLISH AIR OPERATIONS SCHEDULES | 71 |
| A5 COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES | 68 |
| E154 POST FLIGHT SCHEDULES | 66 |
| F139 CONFIRM DAILY SCHEDULED FLIGHT DEVIATIONS | 55 |
| A3 CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS | 50 |
| B39 COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS | 47 |
| J269 DEVELOP FLIGHT SCHEDULES | 42 |
| A23 MAINTAIN STATUS BOARDS | 37 |
| A11 DEVELOP WORK METHODS OR PROCEDURES | 37 |
| J283 RESERVE SPECIAL USE AIRSPACE | 29 |
| F142 COORDINATE FLIGHT SCHEDULE WITH FLIGHT PLANS | 29 |
| F141 COORDINATE AIR-TO-AIR REFUELINGS | 26 |
| G170 PREPARE VISUAL AIDS FOR BRIEFINGS | 24 |
| F160 REVIEW MISSION ITINERARIES | 24 |
| F144 DRIVE GOVERNMENT MOTOR VEHICLES | 24 |
| B47 DRAFT OR TYPE CORRESPONDENCE REPORTS | 24 |
| B71 WRITE CORRESPONDENCE | 24 |
| F136 BREAK DOWN COMPUTER PRODUCTS | 21 |
| F157 RECEIVE INFORMATION OR NOTIFY INTERESTED AGENCIES OF AIR- CRAFT MAINTENANCE STATUS | 21 |
| F161 SCHEDULE MISSIONS AND PUBLISH FLOW SCHEDULES | 18 |
| F145 IDENTIFY TYPES OF MISSION DEVIATIONS | 18 |
| B38 ATTEND CONFERENCES OR POLICY MEETINGS | 18 |

TABLE A44

GROUP ID NUMBER AND TITLE: GRP089, ATC SCHEDULERS
 GROUP SIZE: 55 PERCENT OF SAMPLE: 3%
 AVERAGE GRADE: E-4 AVERAGE TICF: 45 MONTHS
 AVERAGE TAFMS: 71 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| TASKS | PERCENT MEMBERS PERFORMING |
|--|----------------------------------|
| F153 POST CHANGES TO DAILY FLIGHT SCHEDULES | 93 |
| F154 POST FLIGHT SCHEDULES | 89 |
| A23 MAINTAIN STATUS BOARDS | 67 |
| F136 BREAK DOWN COMPUTER PRODUCTS | 60 |
| F140 CONTROL SIGN-IN AND SIGN-OUT SHEETS | 55 |
| F139 CONFIRM DAILY SCHEDULED FLIGHT DEVIATIONS | 44 |
| F155 POST WEATHER INFORMATION | 29 |
| J269 DEVELOP FLIGHT SCHEDULES | 27 |
| F137 CHANGE OR UPDATE OPERATIONS DISPLAYS PERTINENT TO AIRCREW OPERATIONS | 27 |
| A30 PLAN OR SCHEDULE WORKLOAD | 25 |
| A157 RECEIVE INFORMATION OR NOTIFY INTERESTED AGENCIES OF AIRCRAFT MAINTENANCE STATUS | 24 |
| A5 COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES | 24 |
| A11 DEVELOP WORK METHODS OR PROCEDURES | 24 |
| J274 MAINTAIN FLIGHT CREW INFORMATION FILE (FCIF) | 20 |
| A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES | 20 |
| B37 ASSIGN WORK TO PERSONNEL | 20 |
| F133 ARRANGE FOR AIRCREW TRANSPORTATION TO OR FROM AIRCRAFT | 20 |
| F144 DRIVE GOVERNMENT MOTOR VEHICLES | 20 |
| D113 SCHEDULE PERSONNEL FOR MILITARY-RELATED TRAINING | 18 |
| A13 ESTABLISH AIR OPERATIONS SCHEDULES | 16 |
| A24 MANAGE ASSIGNMENT OF AIRCREW MEMBERS WITHIN UNITS | 16 |
| E126 ISSUE CHARTS, MAPS, OR OTHER PUBLICATIONS TO AIRCREWS (EXCLUDING TECHNICAL ORDERS OR TRAINING MANUALS) | 16 |
| F142 COORDINATE FLIGHT SCHEDULES WITH FLIGHT PLANS | 15 |
| F161 SCHEDULE MISSIONS AND PUBLISH FLOW SCHEDULES | 15 |
| B64 SCHEDULE PERSONNEL FOR BRIEFINGS OR ORIENTATIONS | 15 |

TABLE A45

GROUP ID NUMBER AND TITLE: GRP124, MAC SCHEDULERS
 GROUP SIZE: 12 PERCENT OF SAMPLE: LESS THAN 1%
 AVERAGE GRADE: E-5 AVERAGE TICF: 77 MONTHS
 AVERAGE TAFMS: 130 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| TASKS | PERCENT MEMBERS PERFORMING |
|--|----------------------------------|
| A5 COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES | 92 |
| J287 SECURE PRIOR APPROVAL FOR LANDING AT DESTINATION STATIONS | 92 |
| F163 SECURE PRIOR APPROVAL FOR ENROUTE LANDING | 83 |
| F153 POST CHANGES TO DAILY FLIGHT SCHEDULES | 83 |
| F160 REVIEW MISSION ITINERARIES | 75 |
| F154 POST FLIGHT SCHEDULES | 67 |
| J266 ARRANGE AIRCRAFT REFUELING AT DESTINATION STATIONS | 67 |
| F142 COORDINATE FLIGHT SCHEDULE WITH FLIGHT PLANS | 58 |
| J286 SECURE DIPLOMATIC CLEARANCES | 58 |
| K289 ADVISE AIRCREW OF SPECIAL INSTRUCTIONS IN AERODROME REMARK SECTION OF ENROUTE SUPPLEMENTS | 50 |
| J265 ARRANGE AIRCRAFT PARKING AT DESTINATION STATIONS | 50 |
| F164 TYPE AIRCREW CORRESPONDENCE, MESSAGES, OR REPORTS | 50 |
| A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES | 50 |
| I259 NOTIFY FAMILIES OF CREWMEMBERS OF FLIGHT ARRIVAL TIME | 50 |
| F161 SCHEDULE MISSIONS AND PUBLISH FLOW SCHEDULES | 42 |
| I262 RECEIVE AIRCRAFT CLEARANCE INFORMATION | 42 |
| F143 DELIVER FLYING SCHEDULES | 42 |
| I260 POST CHANGES TO FOREIGN CLEARANCE GUIDES | 42 |
| F165 UPDATE FLIGHT ORDERS | 42 |
| F157 RECEIVE INFORMATION OR NOTIFY INTERESTED AGENCIES OF AIRCRAFT MAINTENANCE STATUS | 33 |
| F159 REQUEST DATA DISPLAYS UTILIZING CRT TERMINALS/PRINTERS | 33 |
| F149 INTERPRET AERONAUTICAL CHARTS OR FLIGHT INFORMATION PUBLICATION CATALOGUES | 33 |
| F145 IDENTIFY TYPES OF MISSION DEVIATIONS | 33 |
| J279 PREPARE OR INTERPRET FLIGHT ORDERS | 33 |
| A3 CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS | 33 |

TABLE A46

GROUP ID NUMBER AND TITLE: GRP040, GENERAL ADMINISTRATOR CLUSTER
 GROUP SIZE: 44 PERCENT OF SAMPLE: 3%
 AVERAGE GRADE: E-5 AVERAGE TICF: 72 MONTHS
 AVERAGE TAFMS: 115 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| TASKS | PERCENT MEMBERS PERFORMING |
|---|----------------------------------|
| A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES | 64 |
| A3 CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS | 52 |
| A11 DEVELOP WORK METHODS OR PROCEDURES | 48 |
| A6 DESIGN STATUS BOARDS | 43 |
| A10 DEVELOP PROCEDURES FOR DISSEMINATING OPERATIONS INFORMATION | 34 |
| A5 COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES | 32 |
| A16 ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES | 32 |
| A1 ASSIGN SPONSORS FOR NEWLY ASSIGNED PERSONNEL | 27 |
| A14 ESTABLISH CLASSIFICATION OF INFORMATION | 25 |
| A4 CONSTRUCT ORGANIZATIONAL OR FUNCTIONAL CHARTS | 25 |
| A9 DEVELOP OR UPDATE ORGANIZATIONAL POLICIES OR PROCEDURES | 23 |
| A12 DEVELOP WORKING AGREEMENTS WITH USER MAINTENANCE OR COMMUNICATIONS ORGANIZATIONS | 20 |
| A7 DEVELOP OPERATION ORDERS (OPORD) | 20 |
| A13 ESTABLISH AIR OPERATIONS SCHEDULES | 20 |
| A8 DEVELOP OPERATION PLANS | 18 |
| A23 MAINTAIN STATUS BOARDS | 18 |
| A15 ESTABLISH MANNING OR PERSONNEL REQUIREMENTS | 11 |
| A20 ESTABLISH WORK PRIORITIES | 11 |
| A17 ESTABLISH PROCEDURES FOR MEASUREMENT OF OPERATIONAL READINESS CRITERIA | 9 |
| A22 JUSTIFY FLYING HOUR ALLOCATIONS | 9 |
| A19 ESTABLISH STANDING OPERATING PROCEDURE (SOP) FILES FOR OPERATIONS STATION | 7 |
| A18 ESTABLISH PUBLICATION LIBRARIES | 7 |
| A27 PLAN AND MONITOR SELF-INSPECTION PROCEDURES | 7 |
| A24 MANAGE ASSIGNMENT OF AIRCREW MEMBERS WITHIN UNITS | 7 |
| B39 COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS | 7 |

TABLE A47

GROUP ID NUMBER AND TITLE: GRP405, JUNIOR SQUADRON ADMINISTRATORS
 GROUP SIZE: 5 PERCENT OF SAMPLE: LESS THAN 1%
 AVERAGE GRADE: E-4 AVERAGE TICF: 37 MONTHS
 AVERAGE TAFMS: 74 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| TASKS | PERCENT MEMBERS PERFORMING |
|---|----------------------------------|
| A10 DEVELOP PROCEDURES FOR DISSEMINATING OPERATIONS INFOR- MATION | 100 |
| A14 ESTABLISH CLASSIFICATION OF INFORMATION | 80 |
| A6 DESIGN STATUS BOARDS | 80 |
| A17 ESTABLISH PROCEDURES FOR MEASUREMENT OF OPERATIONAL READINESS CRITERIA | 80 |
| A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES | 80 |
| A3 CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS | 20 |
| A18 ESTABLISH PUBLICATION LIBRARIES | 20 |
| B39 COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS | 20 |
| B49 ESTABLISH OR MAINTAIN TECHNICAL LIBRARIES | 20 |
| A26 MONITOR PUBLICATION REQUIREMENTS | 20 |
| A32 PLAN SECURITY PROGRAMS | 20 |
| F143 DELIVER FLYING SCHEDULES | 20 |
| F144 DRIVE GOVERNMENT MOTOR VEHICLES | 20 |

TABLE A48

GROUP ID NUMBER AND TITLE: GRP760, SPECIAL ACTIVITIES ADMINISTRATORS
 GROUP SIZE: 6 PERCENT OF SAMPLE: LESS THAN 1%
 AVERAGE GRADE: E-5 AVERAGE TICF: 94 MONTHS
 AVERAGE TAFMS: 125 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| TASKS | PERCENT MEMBERS PERFORMING |
|---|----------------------------------|
| A4 CONSTRUCT ORGANIZATIONAL OR FUNCTIONAL CHARTS | 100 |
| A3 CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS | 100 |
| A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES | 100 |
| A5 COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES | 67 |
| A23 MAINTAIN STATUS BOARDS | 67 |
| A10 DEVELOP PROCEDURES FOR DISSEMINATING OPERATIONS INFORM- ATION | 67 |
| A13 ESTABLISH AIR OPERATIONS SCHEDULES | 67 |
| A9 DEVELOP OR UPDATE ORGANIZATIONAL POLICIES OR PROCEDURES | 67 |
| A8 DEVELOP OPERATION PLANS | 50 |
| A6 DESIGN STATUS BOARDS | 33 |
| A22 JUSTIFY FLYING HOUR ALLOCATIONS | 33 |
| A14 ESTABLISH CLASSIFICATION OF INFORMATION | 33 |
| A1 ASSIGN SPONSORS FOR NEWLY ASSIGNED PERSONNEL | 33 |
| A11 DEVELOP WORK METHODS OR PROCEDURES | 33 |
| A7 DEVELOP OPERATIONS ORDERS (OPORD) | 17 |
| A15 ESTABLISH MANNING OR PERSONNEL REQUIREMENTS | 17 |
| A20 ESTABLISH WORK PRIORITIES | 17 |
| B39 COLLECT DATA FOR ROUTINE OR SPECIAL REPORTS | 17 |
| A16 ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES | 17 |
| A24 MANAGE ASSIGNMENT OF AIRCREW MEMBERS WITHIN UNITS | 17 |
| A32 PLAN SECURITY PROGRAMS | 17 |
| A33 PREPARE UNIT EMERGENCY PLANS | 17 |
| A27 PLAN AND MONITOR SELF-INSPECTION PROCEDURES | 17 |

TABLE A49

GROUP ID NUMBER AND TITLE: GRP745, OPERATIONS ADMINISTRATORS
 GROUP SIZE: 5 PERCENT OF SAMPLE: LESS THAN 1%
 AVERAGE GRADE: E-4 AVERAGE TICF: 63 MONTHS
 AVERAGE TAFMS: 95 MONTHS

THE FOLLOWING ARE IN DESCENDING ORDER BY PERCENT MEMBERS PERFORMING:

| TASKS | PERCENT MEMBERS PERFORMING |
|---|----------------------------------|
| A2 COMPILE DATA FOR USE IN REPORTS OR POLICIES | 100 |
| A6 DESIGN STATUS BOARDS | 100 |
| A11 DEVELOP WORK METHODS OR PROCEDURES | 80 |
| A5 COORDINATE MISSION ACTIVITIES WITH OTHER MILITARY SERVICES OR CIVILIAN AGENCIES | 60 |
| A3 CONDUCT OR PARTICIPATE IN ORGANIZATIONAL MEETINGS | 40 |
| A4 CONSTRUCT ORGANIZATIONAL OR FUNCTIONAL CHARTS | 40 |
| A12 DEVELOP WORKING AGREEMENTS WITH USER MAINTENANCE OR COMMUNICATIONS ORGANIZATIONS | 20 |
| A15 ESTABLISH MANNING OR PERSONNEL REQUIREMENTS | 20 |
| A18 ESTABLISH PUBLICATION LIBRARIES | 20 |
| A23 MAINTAIN STATUS BOARDS | 20 |
| A24 MANAGE ASSIGNMENT OF AIRCREW MEMBERS WITHIN UNITS | 20 |
| A7 DEVELOP OPERATION ORDERS (OPORD) | 20 |
| A9 DEVELOP OR UPDATE ORGANIZATIONAL POLICIES OR PROCEDURES | 20 |
| A22 JUSTIFY FLYING HOUR ALLOCATIONS | 20 |
| H213 INITIATE GROUNDING OR REMOVAL FROM GROUNDING FOR AIRCREW PERSONNEL | 20 |

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